

Procedure for Processing the Return of Grant Advices back to the Department

To process a return of Grant Advice funds back to the department: initiate a **Distribution of Income and Expense** e-doc. In the **Document Overview** tab description, indicate that it is a Grant Advice(s) refund and the semester. You may also want to include a brief explanation as to why the funds are being returned back to the department (see below). For example: "Grant Advice(s) refund Fall 2012."

Document Overview

▼ hide

Document Overview			
* Description:	STUDENT NAME: REFUND	Explanation:	WHY FUNDS ARE BEING RETURNED: EXAMPLE (STUDENT DID NOT REGISTER FOR COURSE)
Organization Document Number:			
Financial Document Detail			
Total Amount:			7,188.00
* Accounting Period:			Dec. 2012

On the **Accounting Lines** tab, both parts of the entry will be on the "From" line. The "To" line will be left blank.

Accounting Lines

▼ hide

Accounting Lines ? hide detail									
From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	UC University of Connecticut	9090117 Grant Advice Clearing		2115 Deferred Income Student				3,594.00	bal inquiry
2	UC University of Connecticut	DEPARTMENT ACCOUNT (AS USED IN ORIGINAL GRANT ADVICE)		OBJECT CODE (AS USED IN ORIGINAL GRANT ADVICE)				3,594.00	
Total:								7,188.00	

The account for the Bursar side of the transaction is KFS 9090117 (Grant Advice Clearing), and the object code is 2115 (Deferred Income Student).

The second account and the object code on the transaction will be your departmental account and object code which was previously used in the original Grant Advice(s). If there are multiple students: there is no need to list each one separately as this information should be attached to the Grant Advice Detail spreadsheet (see Notes and Attachments below).

On the **Notes and Attachments** tab, a negative Grant Advice should be attached: Example: See page 3 -5

Notes and Attachments (3)

hide

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add :			<div> <div></div> <div></div> </div>	<div>CANCEL</div>	<div>add</div>
1	12/03/2012 02:09 PM	Carissa Rutkauskas	copied from document 198773		
2	12/03/2012 02:10 PM	Carissa Rutkauskas	Grant advice refund request attached		
3	12/03/2012 02:11 PM	Carissa Rutkauskas	Grant advice refund request attached	UREALL Fall 2012 refund.xlsm (65 KB, application/octet-stream)	

On the **Ad Hoc Recipients** tab, the group "GATR" should be Ad hoc routed for Approval. (Tip: using all CAPS, type "KFS_FP" in the Namespace Code field, and "GATR" in the Name field.

Ad Hoc Recipients

hide

Ad Hoc Recipients

Person Requests:

* Action Requested

APPROVE

* Person

Actions

add

Ad Hoc Group Requests:

* Action Requested

APPROVE

Namespace Code

KFS_FP

Name

GATR

Actions

add

delete

Route Log

show

GRANT ADVICE

Document Number _____

DOCUMENT DATE

RECEIPT DATE

DOCUMENT AMOUNT

2/21/2013

2/21/2013

\$0.00

PAYEE

OFFICE OF THE BURSAR

Save and attach to the Distribution of Income
and Expense e-doc

PAYEE

ACH/BANK1 V1000000010

ADDRESS

GRANT ADVICE FOR STUDENT ADMIN (PEOPLESOF)

ADDRESS

UNIT 4100, 233 GLENBROOK RD

CITY

STORRS

STATE

CT

ZIPCODE

06269-4100

BILLING IDENTIFICATION

DEPT ID & DATE

022113

Amount

Description of transfer

TO RETURN FUNDS TO DEPARTMENT-STUDENT OVERPAID BY GRANT ADVICE

TOTAL

- collar
amount

EXPENDED AMOUNT

KFS CODE

OBJ CODE

DEPARTMENT NUMBER

FISCAL YEAR

FY

FY

FY

FY

FY

FY

DEPARTMENT NAME

DEPARTMENT UBOX NUMBER

DEPARTMENT ADDRESS

CONTACT PERSON

CONTACT PHONE

EMAIL ADDRESS

DATE

Save and attach to the KFS Distribution of Income and Expense e-doc

use tab key to navigate throughout this spreadsheet
items in green are drop down selection boxes

University of Connecticut Grant Advice Detail

Date: 2/21/2013

Save and attach to the KFS Distribution of Income and Expense e-doc

This is to certify that the following student(s) are to have the fees listed below paid from account:

Description/grant
name

Grant Number

KFS Information

AMOUNT

OBJ CODE

KFS ACCOUNT

Grant Advice

KFS PROCESSING
DEPARTMENT

U-BOX

CONTACT NAME

PHONE

Do not pay any fees. Refund the amount to the student ☐

Grant Advice is in balance

NAME	PEOPLESOFT ID	Storrs GR O/S tuition	Storrs Gr Univ Fee	Storrs Gr Matriculation Fee	Storrs GR Infrastructure Fee	HEALTH INSURANCE	Student Activity Fees	Other Fee	Awards/prizes (payments to students)	TOTAL AMOUNT	Fiscal Year
		Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt		FY

Save and attach to the KFS Distribution of Income and Expense e-doc