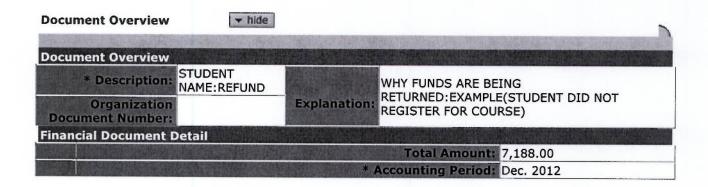
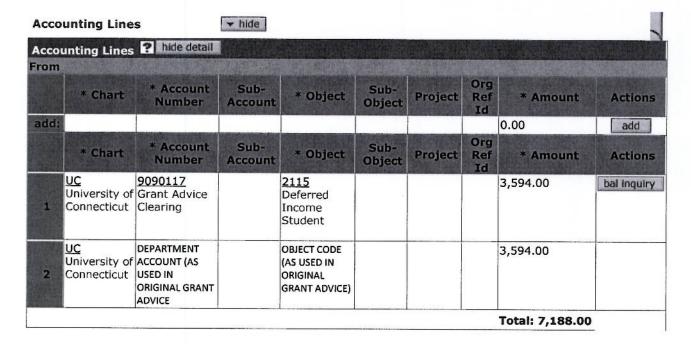
<u>Procedure for Processing the Return of Grant Advices back to</u> <u>the Department</u>

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."



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



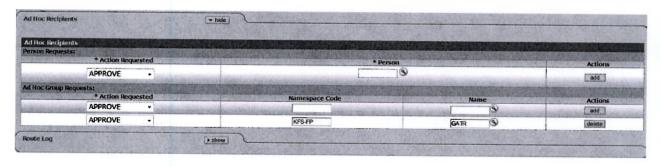
The account for the Bursar side of the transaction is KFS 9090117 (Grant Advice Clearing), and the object code is 2115 (Deferred Income Student).

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

Note	s and Attach	ments (3)	▼ hide		
Note	s and Attach	ments	Harris Anna Carlotte (Salah Harris Anna A		
	Posted Timestam p	Author	* Note Text	Attached File	Action
add :				CANCEL	add
1	12/03/2012 02:09 PM	Carissa Rutkauska s	copied from document 198773		
2	12/03/2012 02:10 PM	Carissa Rutkauska s	Grant advice refund request attached		
3	12/03/2012 02:11 PM	Carissa Rutkauska s	Grant advice refund request attached	REALL Fall 2012 refund.xlsm (65 KB, application/octet -stream)	

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



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CITY	CTORRE					
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		Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt	Enter Amt		2

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