

## University One Card Reimbursement Procedure

During the review of University One Card charges, an accidental/incorrect charge may be discovered that necessitates a reimbursement to the University. The procedure to record the receivable on the university balance sheet until the repayment is made is outlined below:

1. When reviewing One Card charges an accidental/incorrect charge is discovered. The charge could be :
  - a. Self-reported by cardholder
  - b. Reported by entry delegate
  - c. Reported by those who are reviewing One Card charges
  - d. Reported by those who are reviewing financial reports
2. If feasible, any items purchased or charges incurred can be returned/reported to the supplier for a credit to the University One Card and repurchased using the correct payment method.
3. If a return is not possible, the cardholder, fiscal reviewer, or approver must complete the **One Card Reimbursement Form** in PeopleSoft Finance. The form can be found under the Main Menu in the Employee Self-Service section.
4. Once the form is submitted, it will route electronically to APSS. APSS will enter a credit on an Expense Report (ER) which will result in the creation of an Adjustment Cash Advance (CA) for the employee responsible for the incorrect charge. APSS will add the Adjustment CA number to PaymentNet for the subject transaction.
5. The Adjustment CA will appear on the Outstanding Cash Advance report as a receivable (PS Account 132800) on the MoCode contained in the employee's default T&E profile.
6. The ER will route electronically for approval to the project manager (if necessary) and fiscal approver. Once approved, a credit will be recorded to the MoCode and PS Account provided by the department.
7. The fiscal reviewer or approving official will ensure that the employee has been notified of the incorrect charge and request reimbursement.
8. The employee will either submit a check to the department for the amount to be reimbursed or associate the outstanding Adjustment CA to a future ER to reduce reimbursement. All cash advances must be repaid in full or applied to an ER within 21 calendar days, per policy.
9. If a check is submitted, the department will create a CRR to the MoCode (less the Class code) corresponding to the Adjustment CA, using PS Account 132801 to relieve the outstanding CA receivable. Notify APSS of the CRR number. APSS will associate the CRR to the CA to reconcile the outstanding balance.

Example Transactions recording reimbursement of unallowable expense (Department MoCode is X1234 for example purposes)				
Scenario 1: Transaction on One Card discovered to be unallowable. The person responsible for the reimbursement is notified.				
		MoCode/Account	Debit	Credit
a.	Journal Entry from One Card feed			
	Department MoCode (Expense)	X1234-721000	50.00	
	One Card Clearing MoCode	A9999-730000		50.00
b.	One Card Reimbursement form is completed by department and routes to APSS. APSS records transaction on Credit Expense Report.			
	Department MoCode (records Receivable owed by traveler)	X1234-132800	50.00	
	Department MoCode (reverses Expense from feed)	X1234-721000		50.00
c.	Adjusting Cash Advance created from Credit Expense Report			
	Department MoCode (Receivable to Create an Adjustment CA)	X1234-132800	50.00	
	Department MoCode (Receivable to Create an Adjustment CA)	X1234-132800		50.00
d.	Employee submits a check or associates the Adjustment Cash Advance with another Expense Report. When repayment is received by check, a CRR is completed by the department and APSS is notified.			
	Cash Received	X1234-190000	50.00	
	Department MoCode (Receivable-record Cash Advance repayment)	X1234-132801		50.00
f.	APSS reconciles the repayment on the CRR with the outstanding balance on the Adjustment Cash Advance			
	Department MoCode (Receivable-clearing Cash Advance repayment)	X1234-132801	50.00	
	Department MoCode (Receivable - clearing Cash Advance)	X1234-132800		50.00
<b>Results: \$50 expense reduction recorded to the department, reversing the original charge that was unallowable. Net effect is \$0.</b>				