

Processing a Payback

1. Go to Park GL Account Tile under Dept JE Processes Tab.
 - a. Document Date – Today's date
 - b. Reference – Employee PERNR
 - c. Doc.Header – Payback for Employee's Name
2. Bottom section
 - a. Line 1
 - i. G/L Acct - 11002106 (M&T Bank General)
 - ii. Debit
 - iii. Enter amount
 - iv. Enter information in Long Text Field - Check number & who it was received from
 - v. Business Area - 5210 (Controller University-Wide)
 - vi. Fund – 1850000001 (6 zero's)
 - vii. Grant – NOTRELEVANT
 - b. Line 2
 - i. G/L Acct – 21500300 (Accrued Payroll)
 - ii. Credit
 - iii. Enter Amount
 - iv. Enter information in Long Text Field - detailed description that can answer the basic who, what, where, why and when.
 - v. Business Area – 5210
 - vi. Fund – 1100000001 (7 zero's)
 - vii. Grant – NOTRELEVANT
3. Attach:
 - a. Copy of check
 - b. Deposit receipt (once returned from bank)
4. Save As Completed to put document into Approval Flow

*Complete deposit slip, include document number & bag number on slip.

*Complete deposit bag, make arrangements with Stephanie Krout or Nicky Rigg for drop-off w/ Finance Office