

Processing a Reduction to an Expense

What is a reduction to an expense?

It is a payment received as reimbursement to an expense paid on a department's account. These payments are usually made by vendors the department has over-paid or to which a department has returned a product. Another example is when an employee's personal check needs to be applied against a credit card charge (p-card or travel) to reimburse the TEES account due to a personal charge accidentally charged on the card (preferred method is to mark the expense "Unallowable" in Concur).

When a department receives a check (or is expecting an ACH) related to an expense originally paid by a TEES account via a voucher (purchase or travel) or by a payment or travel card, the funds are applied back to the same department account that originally paid the expense and the exact same object code. In order to do this, the "Reduction to Expense Request Form" must be fully completed for each check received. Be sure to follow proper TEES cash handling procedures for each check as well.

What if the expense does not have a voucher number?

Payment card and CBT travel card expenses on local funds do not have a voucher # (they are processed as journal entries). In these situations, please provide the Ref2# (which is the Concur report key) from FAMIS to complete the field "Voucher # / Ref2#" (along with the rest of the fields on the form). If you do not know the Ref2#, then provide the card holder full name, last 4 digits of card if known, and the month of the charge in the "Reason for Payment" area.

Where should I look for Voucher # or Ref2#?

In Canopy, go to FRS->Account->Transactions to view transactions for a specific account.

Voucher numbers show up in the Ref2 column and are easy to spot since they have a hyperlink and a PDF with them.

| Subcode | TC | Ref1 | Ref2 | Ref4 | Description | Amount | Batch Date |
|---------|-----|---------|---|---------|---------------------------|---------|------------|
| 6339 | 068 | 812733A |  9001356 | 3566276 | TEJAS OFFICE PRODUCTS INC | \$10.54 | 09/24/2019 |
| 4014 | 068 | 812733A |  9001356 | 3566276 | TEJAS OFFICE PRODUCTS INC | \$5.88 | 09/24/2019 |
| 4010 | 068 | 812733A |  9001356 | 3566276 | TEJAS OFFICE PRODUCTS INC | \$32.45 | 09/24/2019 |
| 4014 | 068 | 812733A |  9001464 | 3566276 | TEJAS OFFICE PRODUCTS INC | \$31.20 | 09/25/2019 |

P-card transactions on local funds will be a TC of 06A and Ref2 is the Concur report key number.

| | | | | | | | |
|------|-----|--|--------|--------|-------------------------------------|----------|------------|
| 4010 | 06A | | 651008 | 651008 | AMZN MKTP US UW8SD6G - SEPTEMBER 20 | \$144.99 | 10/15/2019 |
| 4010 | 06A | | 656232 | 656232 | WM SUPERCENTER #1150 - SEPT2019 GRE | \$1.97 | 10/24/2019 |
| 4010 | 06A | | 656232 | 656232 | WM SUPERCENTER #1150 - SEPT2019 GRE | \$15.76 | 10/24/2019 |

Travel card transactions on local funds will be a TC of 06C and Ref2 is the Concur report key number.

| | | | | | | | |
|------|-----|--|--------|--------|-----------------------|----------|------------|
| 3030 | 06C | | 684744 | 684744 | WILLIAMS - AUSTIN, TX | \$17.94 | 12/03/2019 |
| 3030 | 06C | | 684744 | 684744 | WILLIAMS - AUSTIN, TX | \$140.00 | 12/03/2019 |
| 3030 | 06C | | 684744 | 684744 | WILLIAMS - AUSTIN, TX | \$2.97 | 12/03/2019 |
| 3025 | 06C | | 684744 | 684744 | WILLIAMS - AUSTIN, TX | \$15.40 | 12/03/2019 |

What if the expense has not posted to FAMIS yet?

Sometimes payment is collected prior to the expense posting to the department's account in FAMIS. **DO NOT HOLD THESE PAYMENTS.** On the Reduction to Expense Form, please list 'SUSPENSE' as the Voucher# / Ref2#. Please be very specific in the "Reason for Payment" field by providing the date the payment card will post to FAMIS, the Aggiebuy invoice or PO number, or the Concur report key. You will need to include the full amount of the transaction, and the vendor to which the payment was made. Providing detailed information will allow Sales and Receivables to identify the correct reference number to move the deposit to once the expense posts to FAMIS. If this information is not provided, please remember to send an email to teesar@tamu.edu once the expense does post to the account so that the funds can be removed from clearing and applied to your department's account.