Cash Deposit:  
**Reimbursement, Refund, or Rebate**

The document prepared is:  **Journal Entry Form**

On the 1074, you should find and reconcile the following transactions:
M&O Transactions beginning with 5xxxx.

**Entering the Journal Request form in FMP:**

- Use the **Quick Entry screen**.
- **Amount** – amount of the check.
- **Document Type**: Income.
- **Document #**: include the PS journal #, the H0107xx #, and the document number of the item being refunded, reimbursed, or rebated.
- **Description** use detailed description beginning with word “rebate”, “refund” or “reimbursement for xxxx.

**NOTE**: PS Account Codes to Use

Rebates/Refunds: use the account code against which the original expense was made.

Reimbursements: 50054 to record reimbursements of expenses made by the university.

**Reconciling the transactions to the 1074:**

- Verify accuracy of the transaction on the 1074.
- Enter the “ExpDate” and “Exp Amt” in FMP.