**Processing Corrections in Unanet**

**Refund/Credit to Corp Visa card:**

If the end user has received a refund/credit from a vendor/merchant and they have not submitted the original charge for payment:

Nothing needs to be done. The charge and credit will “wash” themselves out. The end user should not create a voucher in Unanet.

If the end user has submitted an expense voucher for reimbursement and it has been processed and extracted for payment in Unanet:

The end user should submit an expense voucher choosing the credit from their “import” transactions (if available) using EXACTLTY the same project/cost center and Expense Type and payment method. This should be the only line item(s) on the voucher. Credit receipt must be attached.

**Refund/Credit to employee via paycheck**:

If the end user has already submitted an expense voucher in Unanet and has been paid/extracted:

**Accounts Payable will handle the processing of the refund/credit**.

The end user or approver or Admin Prof should contact either Suzanne Bolton [sbolton@whoi.edu](mailto:sbolton@whoi.edu) or Mary Ann [Whitemwhirte@whoi.edu](mailto:Whitemwhirte@whoi.edu).

They will need the following information:  
 Name on voucher

Voucher number

Payment method: Paid to Visa should have been paid to employee

Paid to employee should have been paid to Visa