**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 or Mary Ann 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