



# PROCEDURE 45B:

## ENTERING A REFUND OF A PRIOR-YEAR EXPENDITURE

### Job Aid AP01-45B

AP01

The purpose of this job aid is to explain how to enter a refund of a prior-year expenditure in NCAS.

**Before recording a refund of a prior-year expenditure, ensure that a reimbursement account (5383AA) has been established within NCAS to handle prior year reimbursement.**

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero-dollar invoice.
  - a. Use **ZRO** in the BANK ACCT PYMT IND field.
2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.
3. Type the **invoice date** in the DATE field.
4. Type the **vendor number** in the first blank on the VENDOR NUMBER field.
  - a. Use the same vendor as the original invoice.
5. Type the **group code** in the second blank of the VENDOR NUMBER field.
6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.
  - a. Be sure to type the amount as a negative number. This posts a credit to the prior year reimbursement account.
7. Type the **company** in the CO field.
8. Type the **prior year reimbursement account (5383AA)** in the ACCOUNT field.
9. Type the **center** in the CENTER field.
10. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.
  - a. Be sure to type the amount as a positive. This debits the Vendor Refund Clearing Account.
11. Type the **company** in the CO field.
12. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.
13. Type the **center** in the CENTER field.
14. Type **.00** in the GROSS AMOUNT field.
15. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.