PROCEDURE 45C:

ENTERING AN ACCRUED REFUND OF A PRIOR YEAR

AP01

Job Aid AP01-45C

The purpose of this job aid is to explain how to enter an accrued refund of a prior year 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 reimbursements.

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 of 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 **ARC** in the EXP field to indicate that this is an accrual.

8. Type the **company** in the CO field.

9. Type the **prior-year reimbursement account (5383AA)** in the ACCOUNT field.

10. Type the **center** in the CENTER field.

11. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

    a. Be sure to type the amount as a positive number. This debits the Vendor Refund Clearing Account.

12. Type the **company** in the CO field.

13. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

14. Type the **center** in the CENTER field.

15. Type **.00** in the GROSS AMOUNT field.

16. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.