



PROCEDURE 45D:

ENTERING A COMBINATION REFUND OF EXPENDITURE

AP01

Job Aid AP01-45D

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

In some circumstances, an agency may receive a refund that needs to be split between the current year and the previous year. Before recording a combination refund, ensure that a reimbursement account (5383AA) has been established with NCAS to the prior year portion of the refund.

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 **prior-year portion 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 **current year portion 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 original account.
12. Type the **company** from the original invoice in the CO field.
13. Type the **account** used on the original invoice in the ACCOUNT field.
14. Type the **center** used on the original invoice in the CENTER field.

15. On line 0003, type the **total 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.
16. Type the **company** in the CO field.
17. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.
18. Type the **center** in the CENTER field.
19. Type **.00** in the GROSS AMOUNT field.
20. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.