

REFUND OF PRIOR YEAR EXPENDITURES

****Disbursed in Prior Year****

-WHILE 13TH ACCTG PERIOD IS OPEN-

A refund of prior year expenditures may be deposited as a refund against disbursements while the 13th accounting period is open using **2 Cash Receipts**.

Cash Receipt #1:

A zero dollar CR should be coded with APRD = 13 XX with two lines with BFY = blank

Line 01 = BS 1200 (Accounts Receivable) or BS 1205 (Due from Other Governments) with a 'D' in the increase/decrease column. *If the refund is coming from another State agency operating outside the State Treasury then use BS 1203 (Due from Other Funds).

Line 02 = reflect appropriate object and sub-object and have an 'I' in the increase/decrease column.

**Both lines should be for the amount of the refund. When possible, reference Payment Voucher number that made the disbursement in the 'description' field on the CR lines.

EXAMPLE OF CR ENTRY # 1:

ACCOUNTING PERIOD = 13 XX

BFY = _____ (LEAVE BLANK)

<u>LINE</u>	<u>EXP OBJ</u>	<u>SUB OBJ</u>	<u>BALANCE SHEET</u>	<u>AMOUNT</u>	<u>I/D</u>
01			1200	XX	D
02	XX00	XX		XX	I
TOTAL DEPOSIT				<u>0.00</u>	

Cash Receipt #2:

A one line CR should be coded to BS 1200 or 1203 or 1205 in the amount of the refund with an 'I' in the increase/decrease column along with the APRD and BFY left blank. When possible, reference Payment Voucher number that made the disbursement in the 'description' field on the CR line.

NOTE: After the 13th accounting period has closed, these prior year refunds should be coded to **RSRC 0684** (Prior Year Refunds). The accounting period and the BFY should be left blank.

EXAMPLE OF CR ENTRY # 2:

ACCOUNTING PERIOD = _____ (LEAVE BLANK)

BFY = _____ (LEAVE BLANK)

<u>LINE</u>	<u>FUND</u>	<u>AGENCY</u>	<u>BALANCE SHEET</u>	<u>AMOUNT</u>	<u>I/D</u>
01			1200	XX	I

