

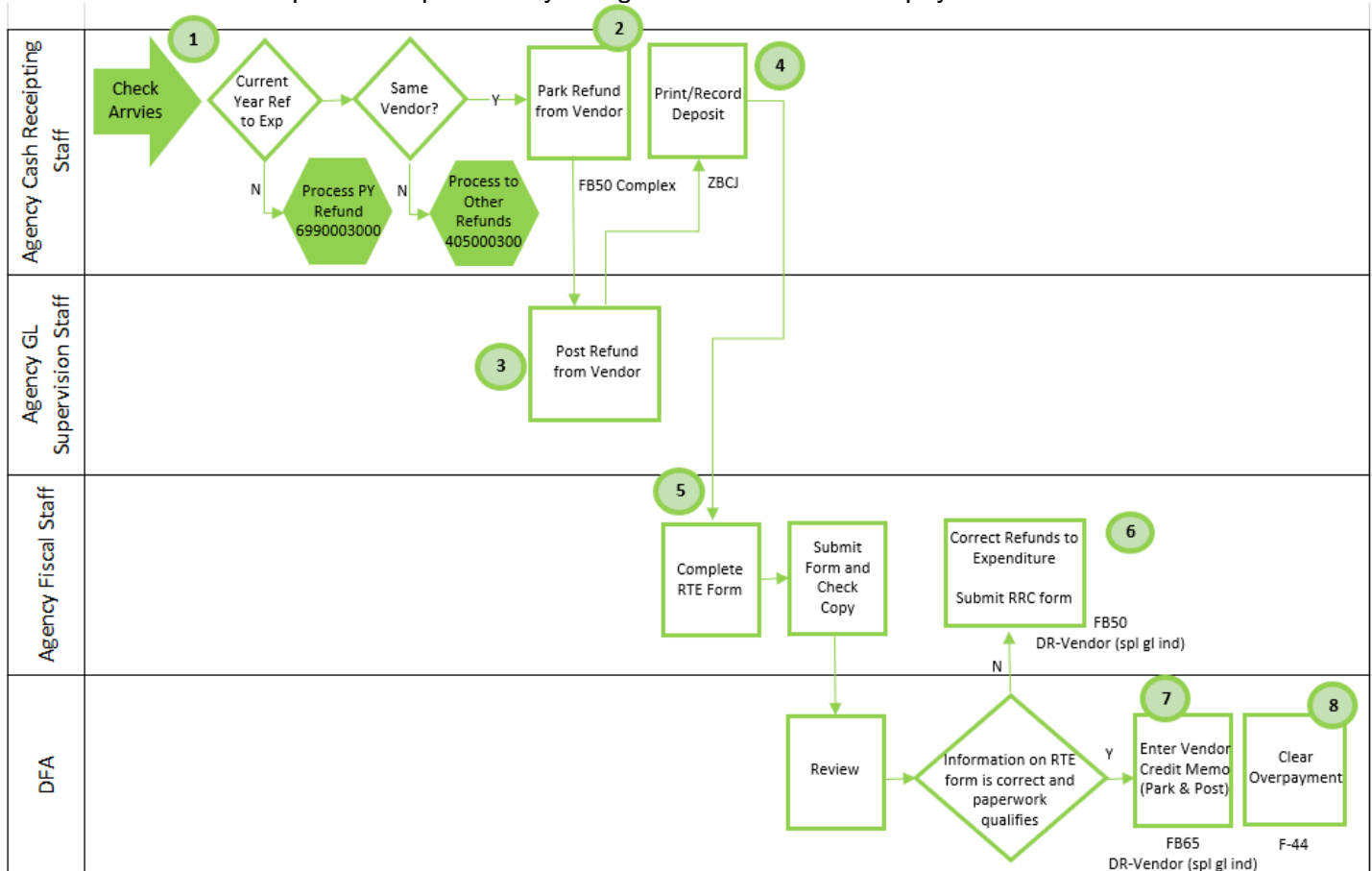


Refunds to Expenditures

To ensure the accuracy of Transparency, this is the proper method to post refunds to expenditures. Transaction FB50 will be used to create the deposit.

What is the vendor deposit process?

1. The Agency Cash Receiving Staff reviews and confirms a refund is required.
2. Transaction FB50's complex posting option is used to create and park an overpayment document.
3. An Agency GL Supervision staff reviews and posts the parked document.
4. The Agency Cash Receiving Staff then runs ZBCJ to record deposit.
5. The Agency Fiscal staff submits the deposit.
6. If the RTE Form is incorrect the Agency Fiscal Staff will complete the one of the following:
 - Correct and resubmit the RTE Form.
 - Submit additional documentation required to process the RTE.
 - Submit a request to DFA-OA-Funds to post a revenue receipt correction.
7. DFA uses FB65 to create and post the vendor credit memo.
8. DFA completes the process by using F-44 to clear the overpayment.





Who does what and when?

Agency Cash Receipting Staff: Steps 1, 2, 4

1. Instead of using FBCJ or FB50 to record cash receipt, FB50 is used to create and park the deposit related to the refund from the vendor.
2. When creating the deposit related to the refund from the vendor, the complex posting option is used to designate the posting keys manually. The debit account is Cash In and the credit account is Vendor using the special GL indicator.
4. After the Agency GL Supervision staff posts the deposit related to the refund from the vendor, ZBCJ is run to print and record the deposit. After the deposit is printed and recorded, a subsequent journal entry is posted internally where the debit and credit account is Cash In accounts.

Agency GL Supervision Staff: Step 3

3. The Agency GL Supervision staff reviews and posts the deposit related to the refund from the vendor.

Agency Fiscal Staff: Steps 5, 6

5. The Agency Fiscal Staff submits the deposit to Treasury with the check and sends the RTE form and check copy to DFA-OA email (dfa.aa-rte@dfa.arkansas.gov).
6. If required, a revenue receipt correction is posted by DFA-OA.

DFA: Steps 7, 8

7. DFA reviews the deposit. If correct and the vendor payment is decreased, DFA uses FB65 to create the vendor credit memo. The debit account is Vendor using the special GL indicator; the credit account is Expenditures. The refund from the vendor is then cleared using F-44. The debit and credit account go to the vendor.

If the vendor payment should not be decreased, DFA notifies the Agency Fiscal Staff to submit a revenue receipt correction using FB50 (see Step 6).



FB50 Enter G/L Account Document

FB50 is used to enter a general ledger accounting document. Using the complex posting option allows you to manually enter the debit and credit posting keys.

Use this process for:

- Proceeds received from vendors on account of overpayment of obligations remitted by state agencies, departments, or institutions
- Refunds to state agencies for cash advances or over allocations made to other state and local agencies for sub grants
- Refunds to state agencies for the erroneous payment or overpayment of salaries to state employees

Do not use this process for:

For these examples listed you will use the Cash Journal Transaction FBCJ and enter the revenue to 6080001000 for a two line posting not to the vendor number.

- Proceeds received from insurance policies for casualty losses by state agencies, departments, or institutions
- Refunds on invoices that were keyed to one time vendors
- Proceeds derived from the maturity or redemption of investments
- Reimbursements to institutions of higher learning for cash fund expenditures for salaries that are properly chargeable to funds in the State Treasury
- Deposits by the counties in the State Aid Road Fund and in the County Supplement Fund Account in the State Treasury for matching funds available in the state aid road construction program
- Reimbursements to state agencies for cost-sharing purposes
- Federal reimbursements of expenses paid in advance by the state on behalf of the federal government; and
- Reimbursements by vendors or their agents for warranties, product rebates, and service adjustments



FB50 Enter G/L Account Document

1. Type **FB50** in the **Command** field and click **Enter** to start the transaction.
2. If the **Enter Company Code** screen appears, type **ARK** in the **Company Code** field and click **Continue** to advance to next screen.
3. If the **Enter G/L Account Document: Company Code ARK** screen appears and the **Document type** field is not displayed, select **Editing Options** and change the **Doc. Type** option field to *Document Type ready for input*. Once changed, click **Save** then **Back** to exit the transaction. You have to re-enter the transaction code for the change to take effect.
4. Type the document date in to **Document Date** field if blank.
5. An entry in the **Reference** field is also required for the document type **YC**.
6. Type **YC** in the **Document type** field.
7. Go to **Environment > Complex posting** on the SAP menu to access the complex posting option.

Enter G/L Account Document: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date 10/09/2013 Currency USD

Posting Date 10/09/2013

Reference 12345

Doc. Header Text

Document Type YC

Cross-CC no.

Company Code ARK State of Arkansas Little Rock

Amount Information

Total Dr. 0.00 USD

Total Cr. 0.00 USD

0 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc. curr.	Cost center	Fund	Bu...	Tax code	Order

8. The **Display Overview** screen appears.
9. Type **40** (posting key number) in the **PstKy** field.
10. Type the cash account number in the **Account** field.
11. Click **Enter**.



Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 10/09/2013 Type YC Company Code ARK
 Posting Date 10/09/2013 Period 4 Currency USD
 Document Number INTERNAL Fiscal Year 2014 Translatn Date 10/09/2013
 Reference 12345 Cross-CC no.
 Doc. Header Text Trading Part. BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
D				0.00	
	C			0.00	

0.00 0 Line items

Other line item

PstKy 40 Account 1100001002 SGL Ind TType New co.code

12. Type the amount in the **Amount** field.
13. Type the cost center in the **Cost Center** field.
14. Click **Enter** to populate the **Fund** field.
15. Type **39** (the posting key) in the **PstKy** field.
16. Type the vendor account number in the **Account** field.
17. Type **R** in the **SGL Ind** field.

the amount in

Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 1100001002 Cash in State Treasury - Incoming
 Company Code ARK State of Arkansas

Item 1 / Debit entry / 40

Amount 100.00 USD

Cost Center 999999 Business Area
 Fund ZZZ1000 Order
 WBS Element
 Earmarked Funds Erl. TP Fund
 Trading Part. BA More

Value Date 10/11/2013
 Assignment
 Text Long Texts

Next Line Item

PstKy 39 Account 100000635 SGL Ind R New co.code

18. Click **Enter** to advance the **Add Vendor item** screen.
19. Type the amount in the **Amount** field.
20. Type the due date in the **Due On** date field.



Add Vendor item



More data Acct model Fast Data Entry Taxes

Vendor 100000635 ABC Company G/L Acc 2110007500
 Company Code ARK 100 S Main
 State of Arkansas Little Rock

Item 2 / Refund to Expend. / 39 R

Amount 100.00 USD
 W.tax base W/T-Exempt Amt W/T Code 00
 Bus. Area
 Due on 10/18/2013
 Invoice ref. / /
 Cmmt Item 210:00:00 Earmd Fnds Completed
 Funds Center Fund
 Func. Area
 Assignment
 Text Long Texts

Next Line Item
 PstKy Account SGL Ind New co.code

21. Click **Display Document Overview**. 
22. Go to **Document > Simulate** on the SAP menu bar to check the document and correct any errors.
23. Click **Park document**  to park the document.

Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 10/09/2013 Type YC Company Code ARK
 Posting Date 10/09/2013 Period 4 Currency USD
 Document Number INTERNAL Fiscal Year 2014 Translatn Date 10/09/2013
 Reference 12345 Cross-CC no.
 Doc. Header Text Trading Part. BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	40	0610	1100001002 Treasury Incoming		100.00	
002	39R	0100000635	ABC Company		100.00-	

D 100.00 C 100.00 0.00 * 2 Line items

Other line item
 PstKy Account SGL Ind TType New co.code

24. SAP will display the document number in the status bar.