

QUICK REFERENCE GUIDE

February 20, 2024

Process a Supplier Refund

There are times when a supplier refunds a payment or overpayment. Typically, the supplier sends a refund check to the agency. To record the refund, agency staff need to use both the Accounts Receivable and Accounts Payable modules.

This guide summarizes the steps to process a refund payment from a supplier. Use this procedure to process a full or partial refund. Use Account 498999 for both Accounts Receivable and Accounts Payable. If the Account used in the original voucher is 1099 reportable, the journal voucher fixes any 1099 implications from the Account.

Step 1. Enter a Direct Journal Deposit in Accounts Receivable

1. To make a Direct Journal Payment deposit, you'll need the following information from the original voucher:
 - Fund Code
 - Financial Department ID
 - Appropriation Code
 - Budget Date
 - Project or other ChartFields from the original voucher as needed.
2. From the Account Receivables module, enter a direct journal deposit as you normally would using the Regular Deposit page and include the supplier's payment information. Refer to the [Create a Direct Journal Deposit](#) Quick Reference Guide for more information.
3. Create the accounting entries for a Direct Journal Payment deposit. Use the original funding string, except the Account field, from the State's payment to the supplier. It is important to enter "498999" (Reverse 1099 Expenditure) in the Account field. Allow the Accounting Date to default to the current date.

Accounting Entries Deposit Control

Unit G1001 Deposit ID SUPPLIERREFUND Payment REFUND Seq 1

Currency Details

Amount 650.00 USD

Complete Entry Event

Budget Status Valid

Distribution Lines

ChartFields Misc

| Distribution Sequence | GL Unit | Line Amount | Currency | Fund | Fin DeptID | Appropriation ID (CF3) | Account | Line Descr |
|-----------------------|---------|-------------|----------|------|------------|------------------------|---------|-----------------|
| 1 | 1 MN001 | -650.00 | USD | 1000 | G1031300 | G100001 | 498999 | Supplier Refund |
| 2 | 2 MN001 | 650.00 | USD | 1000 | G1031300 | G100001 | 100001 | |

4. Verify that the direct journal deposit is "Complete."

All Deposits

Unit G1001 Deposit ID SUPPLIERREFUND

Accounting Date 02/15/2024 Deposit Balance Balanced

Bank Code US002 INTERSTATE

Bank Account RH

Deposit Type CR Cash Control N

Rate Type CRRNT Control Currency USD

Format Currency USD Exchange Rate 1.00000000

Payment Type Payment **Deposit Status Complete**

Totals and Counts

| | | | |
|--------------------------------|---------------|--------------|----------|
| Control Total Amount | 650.00 | Count | 1 |
| Entered Total Amount | 650.00 | Count | 1 |
| Difference Amount | 0.00 | Count | 0 |
| Posted Total Amount | 0.00 | Count | 0 |
| Journalled Total Amount | 650.00 | Count | 1 |

Control Data

| | |
|----------|------------|
| Received | 02/15/2024 |
| Entered | 02/15/2024 |
| Posted | |
| Assigned | |
| User | |

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Step 2: Enter a Journal Voucher in Accounts Payable

1. From the Account Payable module, enter a direct journal voucher as you normally would using the Regular Entry page. Select the "Journal Voucher" option from the drop-down list. Refer to the [Voucher Entry – Direct Journal](#) Quick Reference Guide for more information.
2. SWIFT opens the Vouchers page. In the Invoice Information section, enter the following information on the header. The Voucher Style should be "Journal Voucher." If not, start over.

- a. Enter the Supplier ID.
- b. In the Related Voucher field, enter the Voucher ID of the original voucher.
- c. Enter the rest of the required fields on the header.

3. Update the current line in the Invoice Lines section.
 - a. In the Line Amount field, enter a negative amount to reflect the amount of the refund.
 - b. In the Description field, enter a description of the journal voucher to explain what is being corrected from the original voucher (e.g., Refund payment).
 - c. In the Distribution Lines section, fill out the following ChartFields to exactly match the funding string from the original voucher including the original Account.
 - d. Make sure to add Project or other ChartFields from the original voucher as needed.
 - e. Use the original Budget Date on this line.
4. On the Invoice Lines section, use the “+” icon, add a new row to correspond to the refund information.

| GL Chart | Copy Down | Line | Merchandise Amt | Quantity | *GL Unit | Fund | Fin DeptID | Appropriation ID (CF3) | Account | Budget Date | UOM |
|----------|--------------------------|------|-----------------|----------|----------|------|------------|------------------------|---------|-------------|-----|
| | <input type="checkbox"/> | 1 | -850.00 | | MN001 | 1000 | G1031300 | G100001 | 413001 | 12/12/2023 | |

5. A new line is added. In the Line Amount field, enter a positive amount to reflect the refund amount.
 - a. In the Description field, enter a description of the journal voucher to explain what is being corrected from the original voucher, for example, referencing a refund to the original invoice.

- b. Fill out the following ChartFields identical to the funding string from the original voucher, except the Account. Enter “498999” for the line with the positive amount on the journal voucher for refunding a payment.
- c. Use the current date in the Budget Date field for this line.

Line 2 Copy Down

Ship To: G104THFL00
 Description: Supplier Refund
 Accounting Tag: []

*Distribute by: Amount
 Item: []
 Quantity: []
 UOM: []
 Unit Price: []
 Line Amount: 650.00

One Asset Calculate

GL Chart

| Copy Down | Line | Merchandise Amt | Quantity | *GL Unit | Fund | Fin DeptID | Appropriation ID (CF3) | Account | Budget Date | UOM |
|--------------------------|------|-----------------|----------|----------|------|------------|------------------------|---------|-------------|-----|
| <input type="checkbox"/> | 1 | 650.00 | [] | MN001 | 1000 | g1031300 | G100001 | 498999 | 02/15/2024 | [] |

6. Continue processing the journal voucher as required. The Invoice Total on the header should be “0.00.”

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit: G1001 Invoice No: CorrN4407406
 Voucher ID: 00044684 Accounting Date: 12/15/2023
 Voucher Style: Journal Voucher Pay Terms: 30 Net 30
 Invoice Date: 12/12/2023 Basis Date Type: Inv Date
 Invoice Received: 12/12/2023

INNOVATIVE OFFICE SOLUTIONS LLC
 Supplier ID: 0000295401 Service Period Begin Date: []
 ShortName: INNOVATIVE-028 Goods/Services Received: 12/15/2023
 Location: 001 Customer Number: []
 *Address: 2 Control Group: []
 Related Voucher: 00044659

Invoice Total
 Line Total: 0.00
 *Currency: USD
Total: 0.00
 Difference: 0.00

Sales/Use Tax Summary
 Session Defaults
 Comments(0)
 Attachments(0)
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