

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** Finance Directors (All live SCEIS agencies)

**CC:** SCEIS Finance Team, SCEIS EC&C Team, SCEIS Service Desk, Cassandra Alston

**Subject:** New Process Effective Today: Refund of Expenditures

**Attachment:** Process--Budget\_Postings\_for\_Refunds\_of\_Expenditures.pdf

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Good Afternoon Finance Directors:

Effective June 2, 2011, with the posting of the receipt of accounts receivable for refunds of expenditures, the SCEIS Team will no longer process Budget Postings for Refunds of Expenditures as we have done for the past year (since June 16, 2010). Instead, we will begin using a new process to replace the one announced last June. The new process is described below and detailed in the attached process document.

Going forward, when your agency receives a payment as a result of a (non-state/non-grant) accounts receivable billing for a refund of expenditures, the SCEIS Team will prepare a proposed journal entry to reclassify the billing from the commitment GL 7000010000—Refund of Expenditures (AR billing) to the appropriate commitment general ledger account assignment(s) listed for each of the paid AR invoices. We will send the proposed journal entry to you in a spreadsheet for your agency's review and approval. We will submit this spreadsheet from the following SCEIS email address, which has been created just for this process: [ARRefundofExpendituresBudgetPostings@sceis.sc.gov](mailto:ARRefundofExpendituresBudgetPostings@sceis.sc.gov). The SCEIS Team will generate these spreadsheets and send them to those agencies that have processed a receipt for a refund of expenditures on a bi-monthly basis, with exceptions for the months of June & July (see the process document, which is attached, and available on the Finance Publications page of the SCEIS website Accounts Receivable Publications heading: <http://www.sceis.sc.gov/page.aspx?id=140>).

When your agency receives the spreadsheet with the proposed journal entry, the appropriate finance and/or budget staff should review it, and submit approval to post the journal entry to the [ARRefundofExpendituresBudgetPostings@sceis.sc.gov](mailto:ARRefundofExpendituresBudgetPostings@sceis.sc.gov) email address. Once the journal entry has posted, the SCEIS Finance Team will update the spreadsheet to include the Journal Entry Document numbers, and return a copy for your records.

**Please Note:** If your agency *does not review and approve the spreadsheet for posting*, it could impact your budget by preventing the reduction of expenditures from posting in the FM Budget module, and therefore could limit your agency's ability to expend these funds for the year.

If you have any questions about this new process for Refunds of Expenditures, please email

[ARRefundofExpendituresBudgetPostings@sceis.sc.gov](mailto:ARRefundofExpendituresBudgetPostings@sceis.sc.gov).

Thank you,  
The SCEIS Team