Entering Payment with Cash Back

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The following steps allow the full check amount to show at the *Bank Deposit* screen and keeps the petty cash or cash drawer account correct.

1. Set up a new Pay Method at *Setup / A/R / Pay Methods* called *Cash Back*. Fill in the rest of the grid by setting the posting account to the Petty Cash account for each Location or whichever General Ledger Account represents the cash drawer.
2. At *A/R / Payments*, add a new Payment for the full amount of the check in the *Payment Amount* and allow the difference to go to *Unapplied Cash*.
3. Take a second Payment at *A/R / Payments*, changing the *Payment Method* to *Cash Back*. In the *Payment Amount* field enter a negative amount for the amount the Customer took back in cash. Untag all the Invoices in the grid, and check *Use U/A Cash*.