

# Refund Credit

Last Modified on 05/15/2024 11:26 am CDT

When the Customer has a credit Regular balance, a refund check may be written to them with the following procedure.

1. Go to *Accounting / A/R / Payments* and select **Add** to choose the Customer who will be receiving a refund check. Alternatively, go to *Accounting* and choose shortcut icon to add a *Payment on Account*.

The screenshot displays the 'Payment on Accounts' window with the following details:

- Date:** 05/15/2024
- Payment Number:** 120353
- Customer ID:** 238673
- Customer Name:** Nestor Ackroyd
- Payment Amount:** -2150.00
- Payment Type:** Regular
- Surcharge Amount:** 0.00
- Payment Collected:** -2150.00
- Discount Amount:** 0.00
- <Disc Acct>:** 4100000-00
- Total Credit:** -2150.00
- Control #:** [Empty]

	Pay Method	Ref #	Pay Amount	Surcharge	Apply S
1	Check		-2150.00	0.00	[ ]
2					[ ]

  

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Contr
1	01/19/20...	1200857	02/15/20...	12250.00	12000.00	Expired	0.00	-2150.00	N15	

**Totals:** 0.00, -2150.00

Buttons:  Print on Save,  Issue Check, Save, Cancel

2. Tag the Credit Invoice that will be used to issue the refund check.
3. Enter the amount of the refund (as a negative number) in the *Payment Amount* field. An amount in Unapplied Cash to be refunded would also be entered as a negative number in this field.
4. Select the *Issue Check* option at the bottom of the screen.
5. To print the payment, also select *Print on Save* at the bottom of the screen.
6. Choose **Save** to save the payment and view the information that will print on the check.

Quick Expense Check

Date	05/15/2024
Check #	51934
<Checking Acct>	1010000-00
Amount	2150.00

Print on Save  
 Preview on Save  
 Neither

Pay to the order of

<Vendor	Misc
Name	Nestor Ackroyd
Address 1	
Address 2	5 Versailles Blvd #32
City	Palatine
State	IL
Zip	60067
<Country>	

Test Pattern Save Cancel

- The information on this screen will automatically populate, but, the first time using the screen, the *Vendor ID* must be selected by double-clicking in the data field and choosing the appropriate Vendor. The Miscellaneous Vendor is normally chosen so that all checks from this function will be in a central location. The Customer name and address are also automatically populated by Agvance. This is the information that will print on the check.
- After verifying that the check number and all other information on the check is correct, set the *Print on Save* option and **Save**.