

Refund Credit

Last Modified on 01/27/2022 11:09 am CST

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 key to add a *Payment on Account*.

Payment on Accounts

Date: 01/27/2022 Payment Number: 120255

<Customer ID>: 238673 Nestor Ackroyd

Payment Amount: -2150.00 Regular

Discount Amount: 0.00 <Disc Acct>: 4100000-00

Total Credit: -2150.00 Control #:

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Check		-2150.00		<input type="checkbox"/>	-2150.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

Clear Locks

Description:

Sort Invoices by: Standard

☐ Use U/A Cash

Auto Apply

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #	
1	<input checked="" type="checkbox"/>	01/27/2022	1200841	02/15/2022	-2150.00	-2150.00	Expired	0.00	-2150.00	N15	

View Invoices

Apply Untag All Print Form

Totals: 0.00 -2150.00

☐ 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: 01/27/2022

Check #: 51897

<Checking Acct>: 1010000-00

Amount: 2150.00

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>:

☒ Print on Save

☐ Preview on Save

☐ Neither

Test Pattern

Save Cancel

7. 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 is also automatically populated by Agvance. This is the information that will print on the check.

8. After verifying that the check number and all other information on the check is correct, set the *Print on Save* option and **Save**.