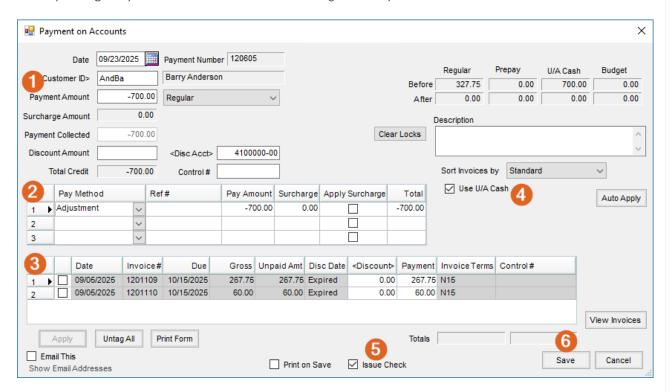
Refund Unapplied Cash

Last Modified on 09/23/2025 8:07 am CDT

When the Customer has Unapplied Cash on account to be refunded, use the following steps to issue a check.

Start by adding a Payment for the Customer at Accounting / A/R / Payments.



- 1. Enter a negative payment for the amount of the Unapplied Cash.
- 2. Select Adjustment as the Pay Method in the Payment grid.
- 3. Deselect all rows in the Invoice grid.
- 4. Check Use U/A Cash.
- 5. Select the Issue Check option.
- 6. Save the payment.

The *Quick Expense Check* screen appears showing the *Date*, *Check #*, and Customer *Name* and *Address*. Confirm the check number and select the appropriate print option. Choose **Save** to save/print the check.

