

Refund Unapplied Cash

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

1. Enter a negative payment for the amount of the Unapplied Cash, selecting *Adjustment* as the *Pay Method* in the *Payment* grid.
2. Deselect all rows in the *Invoice* grid.
3. Select the *Use U/A Cash* and *Issue Check* options and save the payment.
4. The *Quick Check* screen appears showing the *Date*, *Check #*, and *Customer Name* and *Address*. Confirm the check number and select the appropriate print option. Select **Save** to save/print the check.