

# 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*.

**Payment on Accounts**

Date: 09/23/2025 Payment Number: 120605

1 Customer ID: AndBa Barry Anderson

Payment Amount: -700.00 Regular

Surcharge Amount: 0.00

Payment Collected: -700.00

Discount Amount: <Disc Acct> 4100000-00

Total Credit: -700.00 Control #:

	Regular	Prepay	U/A Cash	Budget
Before	327.75	0.00	700.00	0.00
After	0.00	0.00	0.00	0.00

Description:

Sort Invoices by: Standard

☒ Use U/A Cash 4 Auto Apply

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Adjustment		-700.00	0.00	<input type="checkbox"/>	-700.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	<input type="checkbox"/> 09/05/2025	1201109	10/15/2025	267.75	267.75	Expired	0.00	267.75	N15	
2	<input type="checkbox"/> 09/05/2025	1201110	10/15/2025	60.00	60.00	Expired	0.00	60.00	N15	

View Invoices

Apply Untag All Print Form

☐ Email This Show EmailAddresses



☐ Print on Save ☒ Issue Check 5

Totals: 6 Save Cancel

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.

### Quick Expense Check

Date	09/23/2025 	Pay to the order of	
Check #	52011	<Vendor	Misc
<Checking Acct>	1010000-00	Name	Barry Anderson
Amount	700.00	Address 1	
		Address 2	2220 N 1000 Rd E
		City	Assumption
		State	IL 
		Zip	62510
		<Country>	
<input type="radio"/> Print on Save			
<input type="radio"/> Preview on Save			
<input checked="" type="radio"/> Neither			
<input type="button" value="Test Pattern"/>		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>