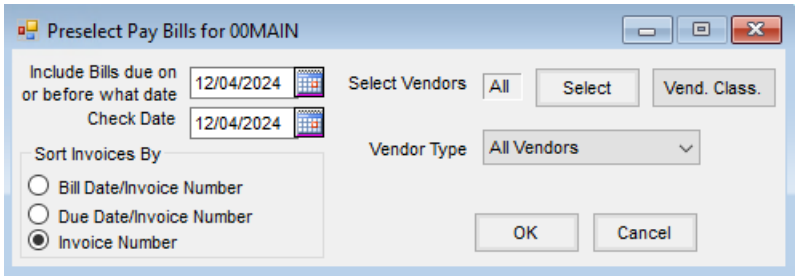
Vendor Refund of Credit Balance

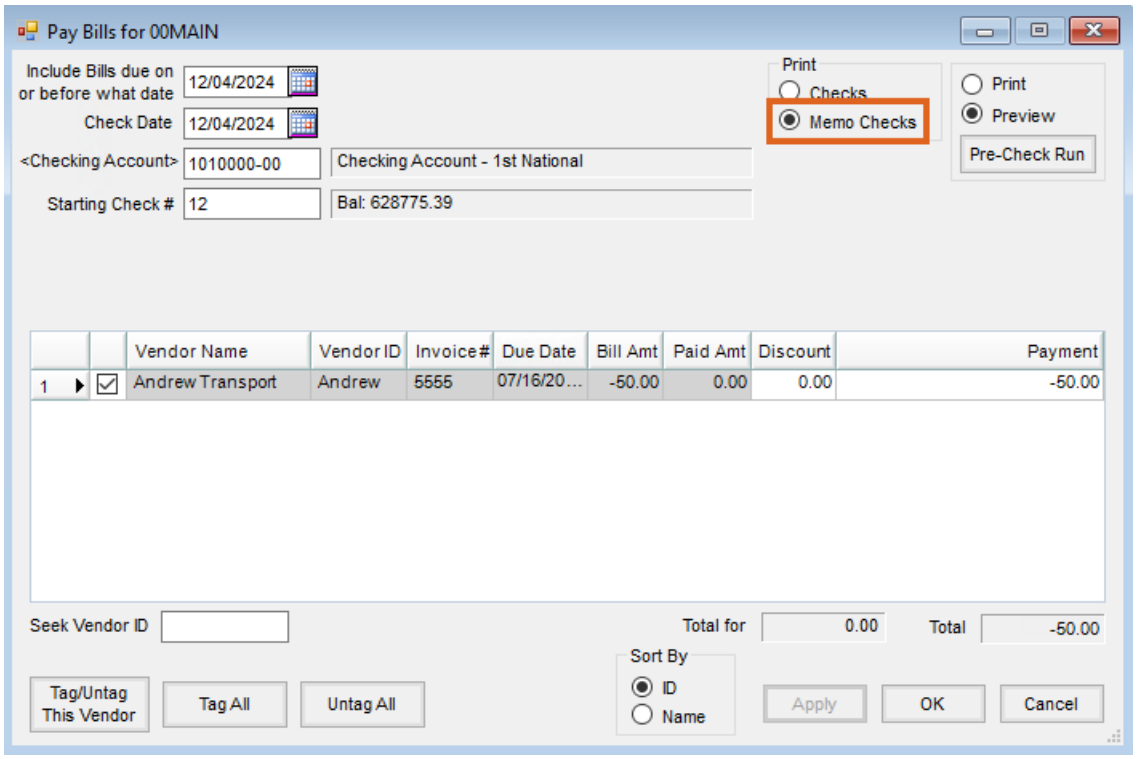
Last Modified on 12/04/2024 11:27 am CST

Use the following steps when there is a credit on a Vendor's Regular Balance and that money needs to be refunded.

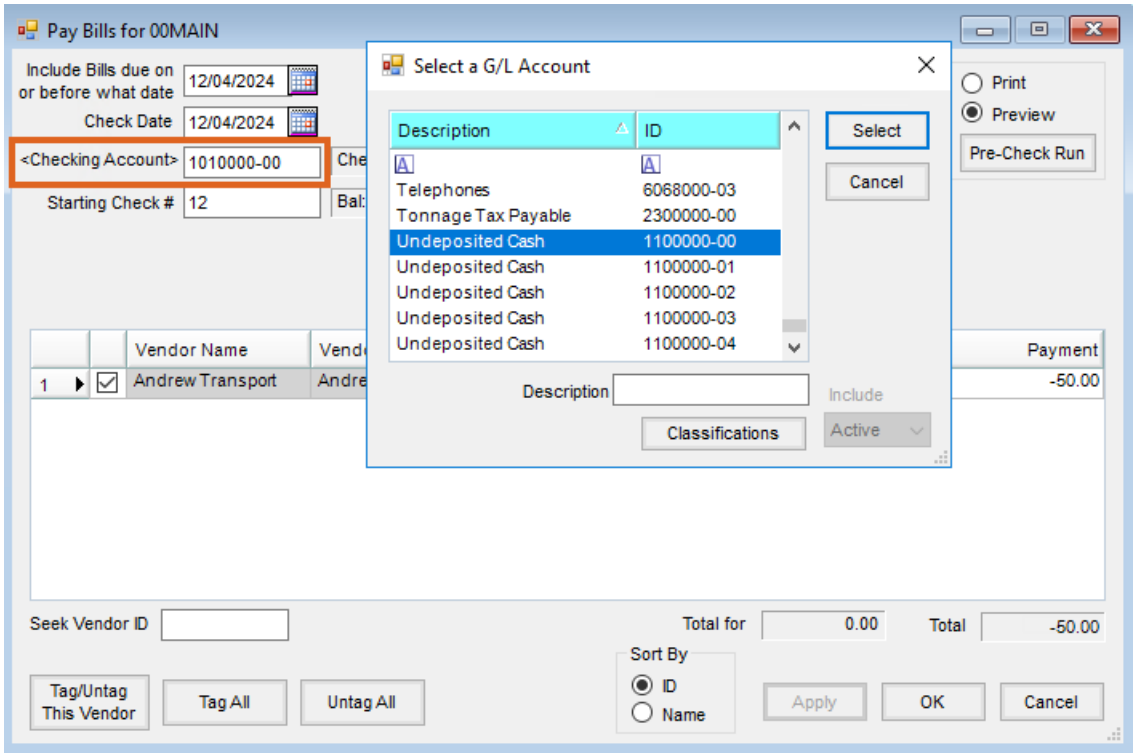
1. Go to *Accounting / AP / Pay Bills* and select the Vendor.



2. Select *Memo Checks*.



3. With the *Memo Checks* option selected, any General Ledger account can be chosen. Double-click on the *Checking Account* field and select to which account the refund should be posted. Often, these refund checks will be posted to an Undeposited Cash account to be deposited to Checking at a later time.



4. Tag the credit Invoice(s) to be refunded.
5. Make sure plain paper is in the check printer and select **OK**. This will result in a Memo Check being printed to plain paper.
6. Choose the appropriate posting method.

Note: If the Undeposited Cash account was selected, an entry will be available in the *Bank Deposit* window to be deposited.