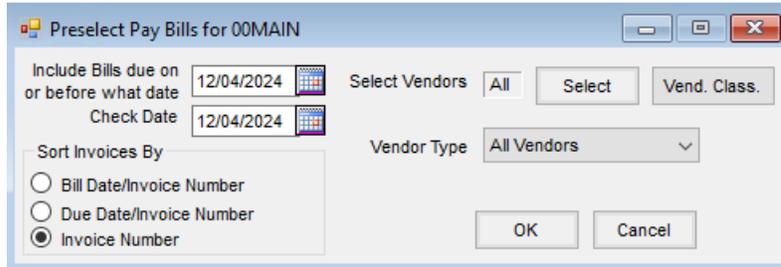


Vendor Refund of Credit Balance

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.



Preselect Pay Bills for 00MAIN

Include Bills due on or before what date: 12/04/2024

Check Date: 12/04/2024

Select Vendors: All

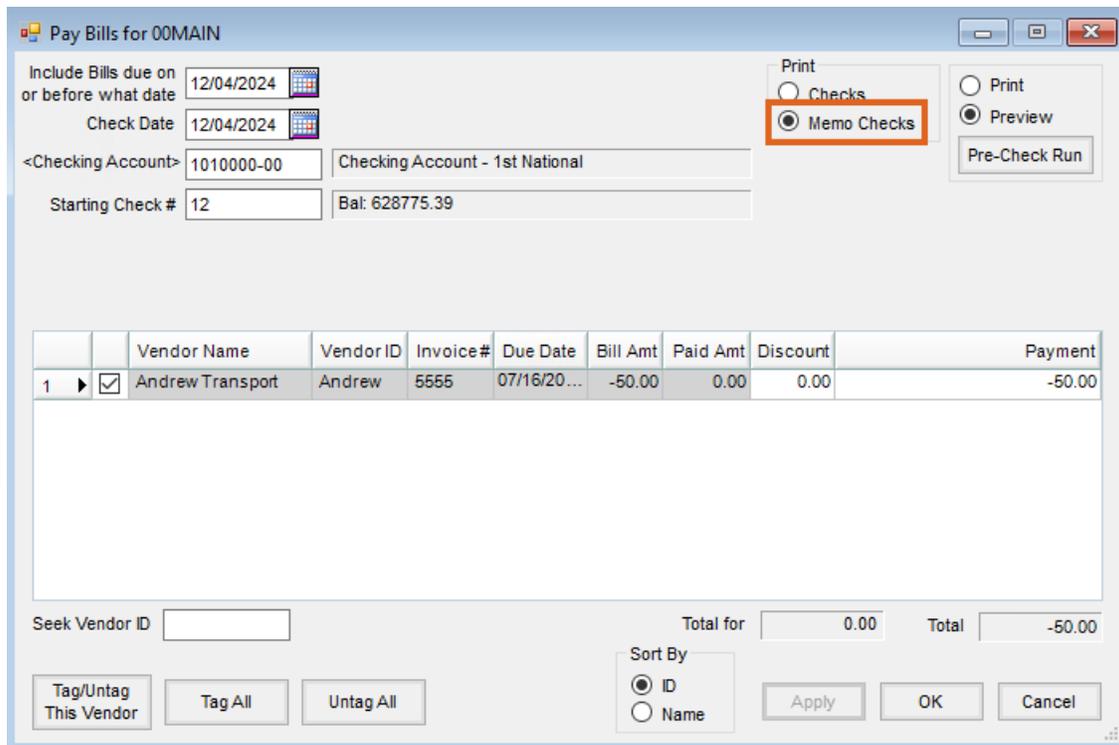
Vendor Type: All Vendors

Sort Invoices By:

- Bill Date/Invoice Number
- Due Date/Invoice Number
- Invoice Number

OK Cancel

2. Select *Memo Checks*.



Pay Bills for 00MAIN

Include Bills due on or before what date: 12/04/2024

Check Date: 12/04/2024

<Checking Account>: 1010000-00

Starting Check #: 12

Bal: 628775.39

Print:

- Checks
- Memo Checks
- Print
- Preview

Pre-Check Run

	Vendor Name	Vendor ID	Invoice#	Due Date	Bill Amt	Paid Amt	Discount	Payment
1	Andrew Transport	Andrew	5555	07/16/20...	-50.00	0.00	0.00	-50.00

Seek Vendor ID: []

Total for: 0.00 Total: -50.00

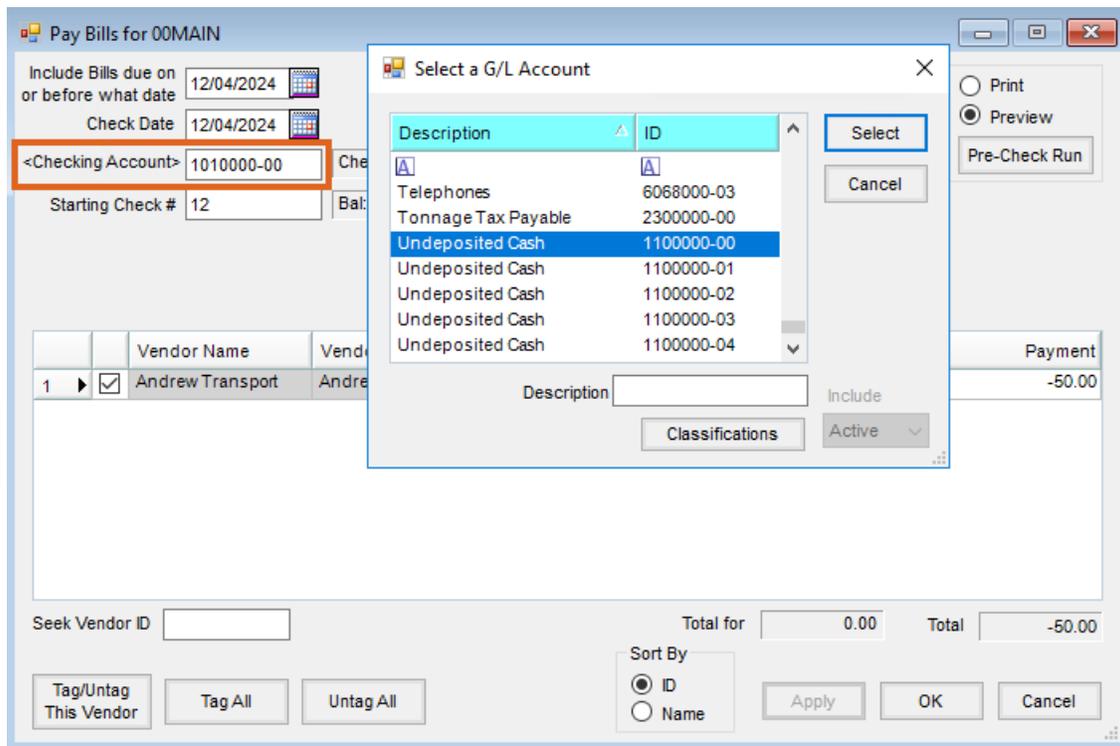
Sort By:

- ID
- Name

Tag/Untag This Vendor: Tag All Untag All

Apply OK Cancel

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.