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 Check Date	Select Vendors All Select Vend. Class.
Sort Invoices By Bill Date/Invoice Number Due Date/Invoice Number Invoice Number	Vendor Type All Vendors ~

2. Select Memo Checks.

🖳 Pay Bills for 00MAIN							- • •
Include Bills due on or before what date Check Date 12/04/2024 <checking account=""> 1010000-00 Starting Check # 12</checking>	Checking Account - Bal: 628775.39	1st National			Print Che Men	cks 10 Checks	Print Preview Pre-Check Run
Vendor Name	Vendor ID Invoice#	Due Date	Bill Amt Paid	d Amt [Discount		Payment
1 ► Marew Transport	Andrew 5555	07/10/20	-50.00	0.00	0.00		-50.00
Seek Vendor ID			Tot Sort By	tal for		0.00 Tota	al -50.00
Tag/Untag This Vendor Tag All	Untag All		ID Name	e	Apply	ОК	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.

🖳 Pay Bills for 00MAIN		
Include Bills due on or before what date	💀 Select a G/L Account 🛛 🗙	O Print
Check Date 12/04/2024	Description 🛆 ID ^ Select	Preview
<checking account=""> 1010000-00 C</checking>	e 🖾 🖾 Cancel	Pre-Check Run
Starting Check # 12 B	Tonnage Tax Payable 2300000-00	
	Undeposited Cash 1100000-00	
	Undeposited Cash 1100000-01	
	Undeposited Cash 1100000-03	
Vendor Name Ven	Undeposited Cash 1100000-04 🗸	Payment
1 V Andrew Transport And	Description Include	-50.00
	Classifications Active \lor	
Seek Vendor ID	Total for 0.00 T	otal -50.00
	Sort By	
Tag/Untag This Vendor Tag All Uni	Ig All O Name Apply OF	Cancel

- 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.