

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.

Start by adding a Payment for the Customer at *Accounting / A/R / Payments*.

The screenshot shows the 'Payment on Accounts' window with the following details:

- 1** Customer ID: AndBa, Barry Anderson
- Date: 09/23/2025, Payment Number: 120605
- Payment Amount: -700.00, Regular
- Surcharge Amount: 0.00
- Payment Collected: -700.00
- Discount Amount: <Disc Acct> 4100000-00
- Total Credit: -700.00, Control #: []
- Summary Table:


	Regular	Prepay	U/A Cash	Budget
Before	327.75	0.00	700.00	0.00
After	0.00	0.00	0.00	0.00
- 2** Pay Method: Adjustment
- 3** Invoice Grid:

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	09/05/2025	1201109	10/15/2025	267.75	267.75	Expired	0.00	267.75	N15	
2	09/05/2025	1201110	10/15/2025	60.00	60.00	Expired	0.00	60.00	N15	
- 4** Use U/A Cash:
- 5** Issue Check:
- 6** Totals: [] [] [] []

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 <input type="button" value="v"/>
		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"/>