

Vendor Refund of Credit Balance

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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.

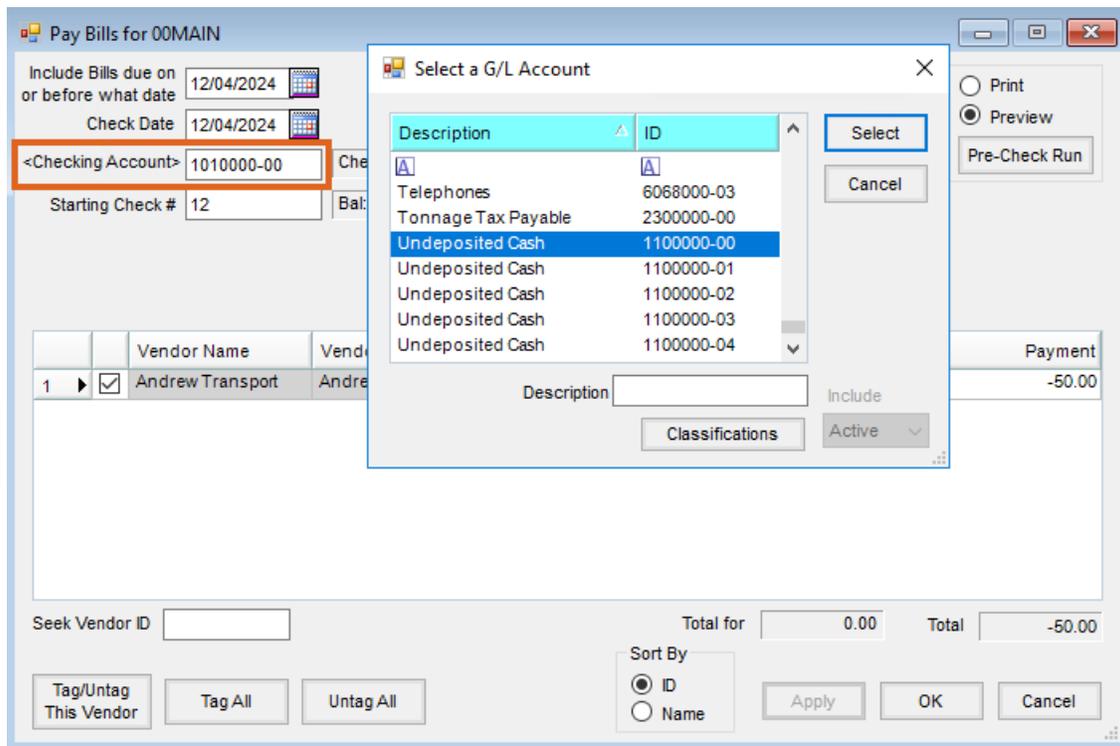
The screenshot shows the 'Preselect Pay Bills for 00MAIN' dialog box. It includes fields for 'Include Bills due on or before what date' and 'Check Date', both set to 12/04/2024. There are buttons for 'Select Vendors' (set to 'All'), 'Vend. Class.', and 'Vendor Type' (set to 'All Vendors'). A 'Sort Invoices By' section has three radio buttons: 'Bill Date/Invoice Number', 'Due Date/Invoice Number', and 'Invoice Number' (which is selected). 'OK' and 'Cancel' buttons are at the bottom.

2. Select *Memo Checks*.

The screenshot shows the 'Pay Bills for 00MAIN' window. The 'Print' section has three radio buttons: 'Checks', 'Memo Checks' (which is selected and highlighted with a red box), and 'Preview'. A 'Pre-Check Run' button is also present. The 'Checking Account' field is set to '1010000-00' and 'Checking Account - 1st National'. The 'Starting Check #' is '12' and the balance is 'Bal: 628775.39'. A table lists bills with columns: Vendor Name, Vendor ID, Invoice #, Due Date, Bill Amt, Paid Amt, Discount, and Payment. The first row shows 'Andrew Transport' with a bill amount of -50.00. At the bottom, there are 'Tag/Untag This Vendor', 'Tag All', and 'Untag All' buttons, a 'Seek Vendor ID' field, and a 'Sort By' section with 'ID' selected. 'Total for' is 0.00 and 'Total' is -50.00. 'Apply', 'OK', and 'Cancel' buttons are at the bottom right.

| | 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 |

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.