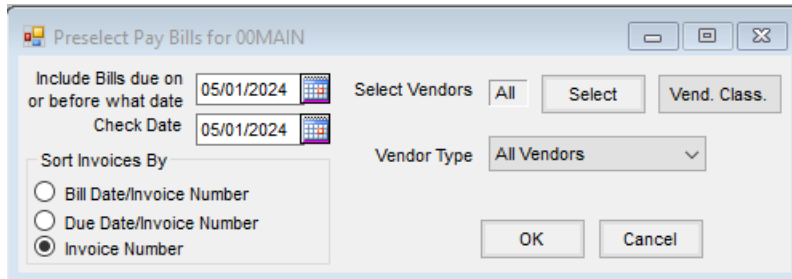


# Vendor Refund of Credit Balance

Last Modified on 05/01/2024 2:38 pm CDT

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

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



Preselect Pay Bills for 00MAIN

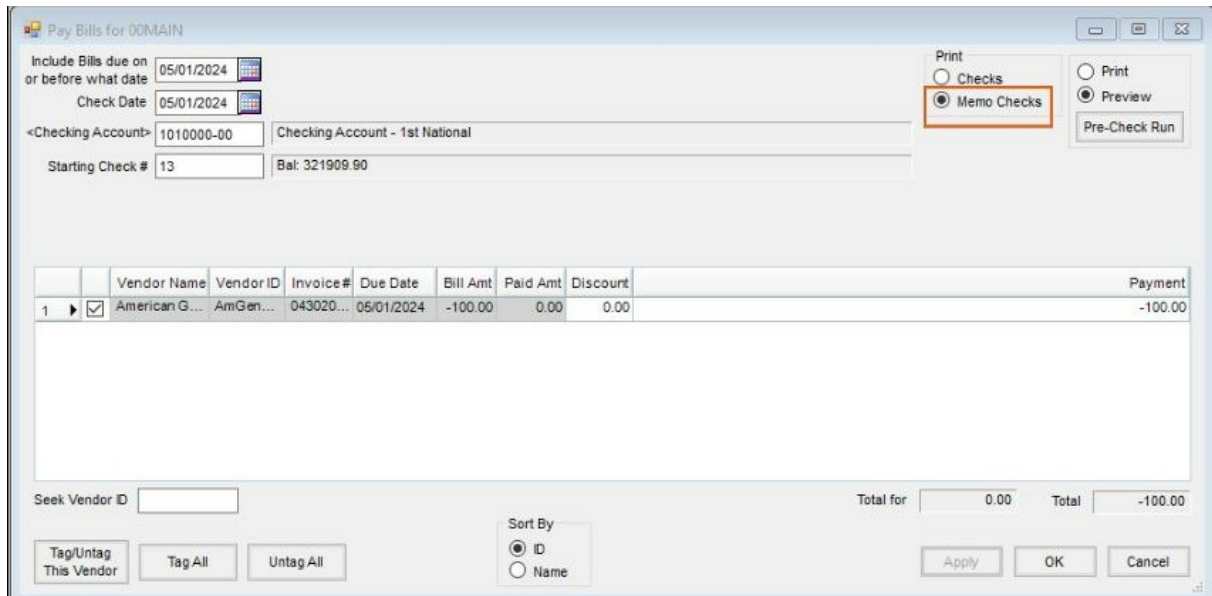
Include Bills due on or before what date: 05/01/2024  
Check Date: 05/01/2024

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: 05/01/2024  
Check Date: 05/01/2024

<Checking Account>: 1010000-00  
Starting Check #: 13

Print:  
 Checks  
 Memo Checks  
 Print  
 Preview  
Pre-Check Run

	Vendor Name	Vendor ID	Invoice #	Due Date	Bill Amt	Paid Amt	Discount	Payment
1	American G...	AmGen...	043020...	05/01/2024	-100.00	0.00	0.00	-100.00

Seek Vendor ID:

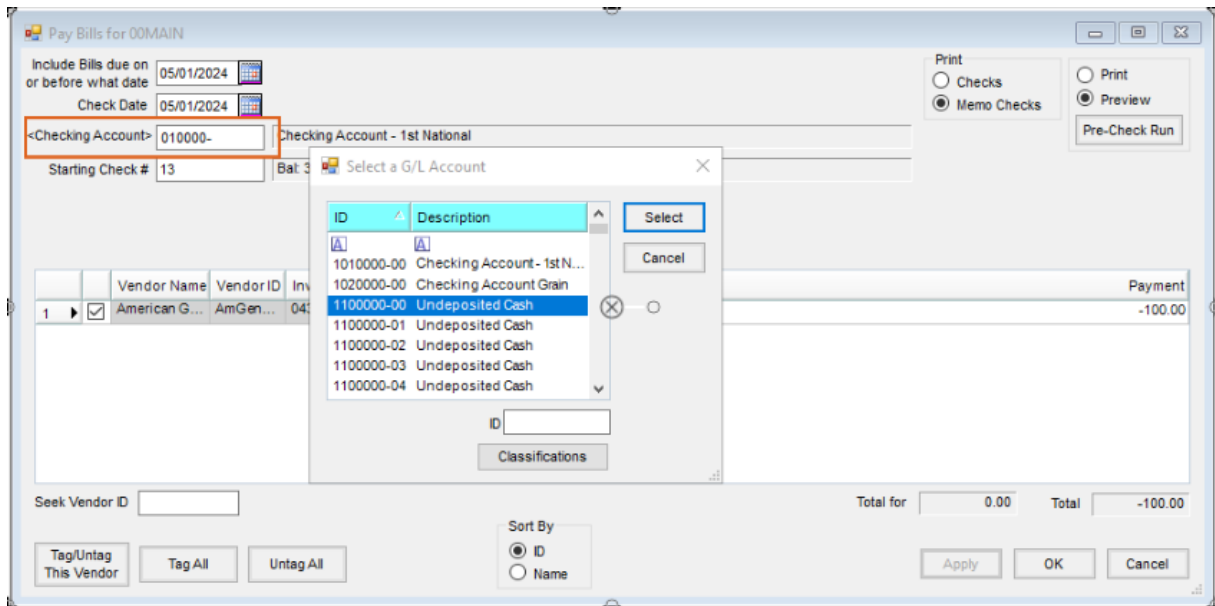
Total for: 0.00 Total: -100.00

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 selected. Double-click on the *Checking Account* box 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.