

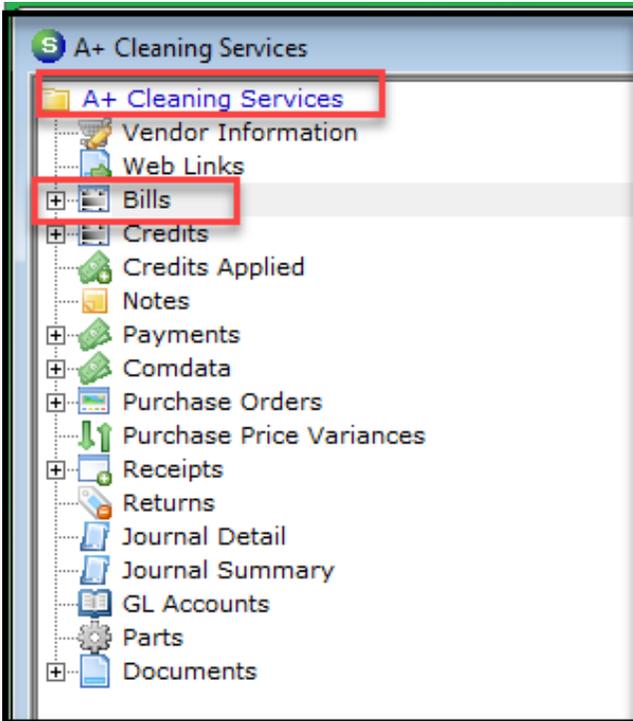
How To Deposit a Vendor Refund Check

Last Modified on 07/05/2024 12:02 pm EDT

If you have received a check from a Vendor for an Overpayment/Refund this will need to be entered through the Payment Processing module using the Company/House Account.

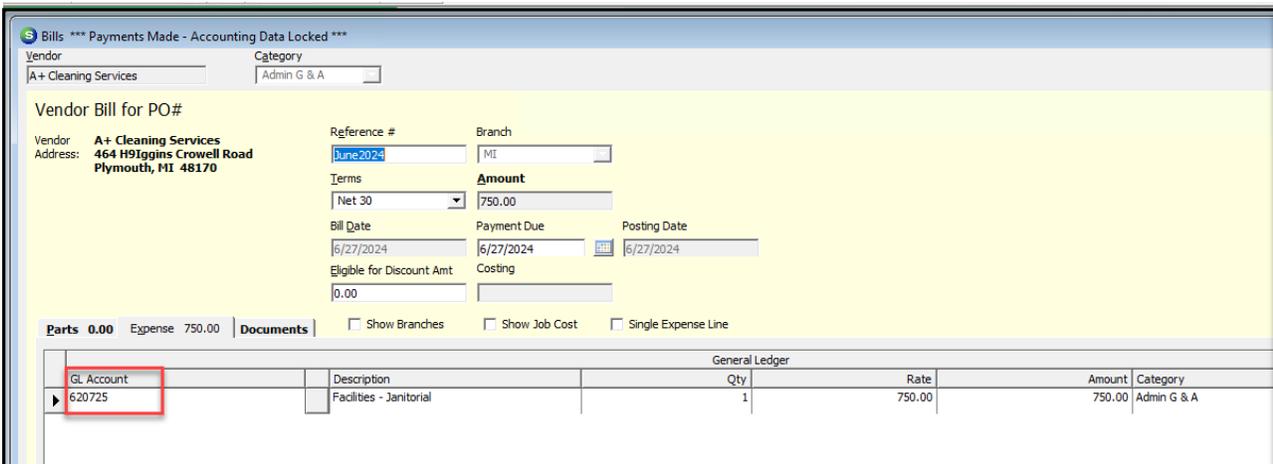
AP Vendor Account

Go to the Vendor Account that you received the check from and click on Bills.



Open the Bill that is referenced on the Refund Check and find the GL Account that was used.

This GL Account will be used when creating the Deposit.



Payment Processing

Go to Payment Processing and click on “New” to create a Deposit.

Enter the Batch Information: Date, Description and Amount.

New Batch Information

Batch Information

Batch Date: 6/27/2024

Description: AP Vendor Refund Check

Tape Total: 500.00

Entered Amount: 0.00

Remaining Amount: 500.00

Check 21 Batch:

Ready to Deposit:

Bank Information

Bank Account

Deposit Date

Reconcile Date

Save Close

Open the Batch and enter your Company’s House Account Customer Number. (If you do not have a Company House Account, reference “How to Create a Company House Account” KB Article.)

Enter the Check Amount and Check Number.

Payment Processing

Batch Tape Amount: 500.00 Amount Entered: 0.00 Batch Balance: 500.00 Entry # 1 of 1

Branch: Alabama

Customer: 50236

Invoice #

Address: Sedona Security
123 Security Blvd
Daphne, AL 36526

Memo

Balance to Apply 500.00

Amount: 500.00

Payment Method: Check

Check Number: 123456

Posting Date: 6/27/2024

Check Date

Other Credits: 0.00

Invoices | Other

Select the “Other” Tab.

Select the “Miscellaneous” box.

Enter the GL Account that was used on the Vendor Bill, Category and Amount.

You can also enter a memo if needed to reference what the check is for.

Click Save.

S Payment Processing

Batch Tape Amount: 500.00 **Amount Entered:** 500.00 **Batch Balance:** 0.00 **Entry #** 1 of 2

Branch: Alabama **Balance to Apply:** 0.00

Customer: 50236 Amount: 500.00

Invoice #: Payment Method: Check

Address: Sedona Security
123 Security Blvd
Daphne, AL 36526 Check Number: 123456

Memo: Refund Check for A+ Cleaning - Overpayment Posting Date: 6/27/2024

Check Date: Other Credits: 0.00

Invoices **Other**

Miscellaneous

GL Account: 620725

Category Code: Admin G & A

Amount: 500.00

Advance Deposit

Job: Amount: 0.00

Late Fee

Amount: 0.00

Unapplied Cash

Amount: 0.00

Future Auto Apply

Complete the Deposit process as normal.

Enter the Deposit Date, Branch, Bank Account and enter a Description of the Deposit if needed