

Adding a Refund Check in AlarmBiller

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Follow these steps to complete a paper check refund in AlarmBiller

1. Go into the customers page in question and checkmark the show all invoices check box.

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2. Click on the invoice you wish to refund in blue.

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3. Click the payments applied tab below and then click the Unapply button.

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4. Click on the customer name in blue

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5. Click on the payments tab below and then push the Issue Refund Check button.

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6. Enter in the check number, Check Date, Check Memo, select the Bank (from the Bank drop down) double click on the 'No' in the Issue Refund button to turn this into a 'Yes' enter in the Refund Amount and then push the Add Refund Check button.

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7. You will be asked if "you are sure you want to process a refund" click OK.

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8. Click on the Accounting tab up top and then go into Vendors.

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9. Click on the Print Checks tab up top and then click the checkbox to the left of the check in question you wish to refund and then push the Print Selected button

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10) You will be asked if "you are sure you want to print the selected checks?" click OK

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11) A download Ready button will appear in green click to download

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12) Click the print button and print the check

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