

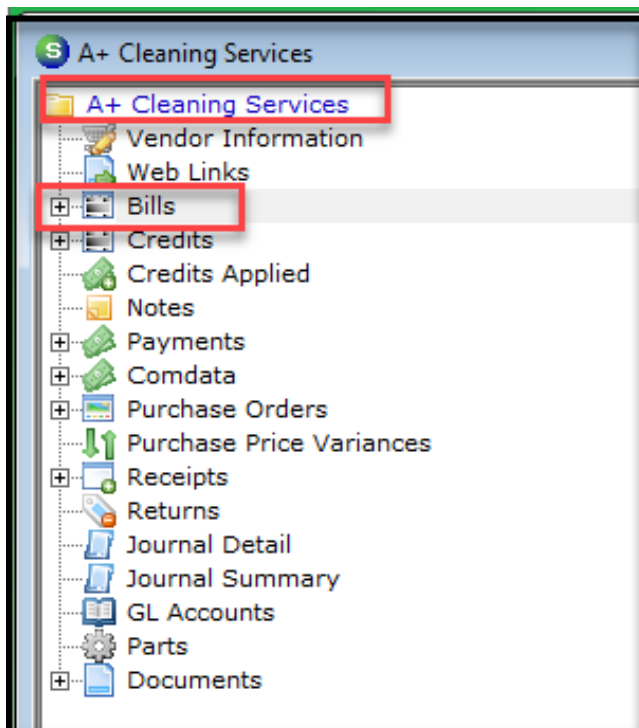
How To Deposit a Vendor Refund Check

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.

Bills * Payments Made - Accounting Data Locked *****

Vendor: A+ Cleaning Services Category: Admin G & A

Vendor Bill for PO#

Vendor: A+ Cleaning Services
Address: 464 H9iggins Crowell Road
Plymouth, MI 48170

Reference #: June2024 Branch: MI

Terms: Net 30 Amount: 750.00

Bill Date: 6/27/2024 Payment Due: 6/27/2024 Posting Date: 6/27/2024

Eligible for Discount Amt: 0.00 Costing:

Parts: 0.00 Expense: 750.00 Documents: ☐ Show Branches ☐ Show Job Cost ☐ Single Expense Line

		General Ledger			
	Description	Qty	Rate	Amount	Category
GL Account 620725	Facilities - Janitorial	1	750.00	750.00	Admin G & A

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

Type 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		Balance to Apply	500.00
Customer	50236		Amount	500.00
Invoice #			Payment Method	Check
Address	Sedona Security 123 Security Blvd Daphne, AL 36526		Check Number	123456
Memo			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.

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
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☐ **Unapplied Cash**

Amount	0.00
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☐ 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