


How to Create Cash Refund

A **Cash Refund** should only be used to refund a prepayment or overpayment. A cash refund is issued immediately and has no impact on the Accounts Receivable General Ledger. The GL impact is credit on Undeposited Funds.

Here are the steps in creating a Cash Refund.

1. Open the **Sales | Invoices** menu. If there is no existing record yet, this will open a new Invoice screen. If not, click the **New** button to open a new Invoice screen.
2. Fill out the header details as needed. The required details are Customer, Location, Bill To, Ship To, Terms, and Currency.
 - a. Select a **Source**. The options are [Standard](#), [Software](#), [Tank Delivery](#), and [Provisional](#).
 - b. Set the **Type** to **Cash Refund**.
 - c. Select a **Customer**.
 - d. Select a different **Location**, **Bill To**, **Ship To**, **Terms**, and **Currency** if needed. But don't leave these fields blank.
3. Click on the **Prepays and Credit Memos** tab
 - a. Click on the **Apply** checkbox next to the record that you wish to refund
4. **Save or Post** the record. The **Invoice No** field will be filled in with a unique and system generated number.

 You can skip saving the record if the transaction is to be [posted](#) right away since it will be saved automatically.

Here is a sample cash refund.

Cash Refund - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

Details

Prepays and Credit Memos

Instructions

Payments (0)

Attachments (0)

Audit Log (2)

Comments (0)

Source: Standard Recurring: Location: 0001 - Fort Wayne PO Number: Invoice No: SI-465

Type: Cash Refund Bill To: ABC Reseller Freight Term: Deliver/Pickup: Pickup Split:

Customer: ABC Reseller Ship To: ABC Reseller Ship Date: 7/4/2016 Salesperson: Jared Smith

Invoice Date: 7/4/2016 Ship Via: UPS Account: 10500-0000-000 Currency: USD Accrual: 1

Post Date: 7/4/2016 Terms: 5% 5 Due Date: 8/3/2016 Comments:

+ Insert Open Remove Add Recipe Get Previous Details Layout Filter Records (F3)

Item No.	Contract No	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curi	Price	Total	Tax Group	Weight UOM
<input checked="" type="checkbox"/>		87	Unleaded Ga...	0.00		1.00	Gallon	0.00%	0.00		1.850000	1.85		
<input checked="" type="checkbox"/>				0.00		0.00		0.00%	0.00		0.000000	0.00		

Bill To: ABC Reseller
Somewhere St.
Indianapolis, IN, 46204 United States

Item: On Hand: On Order (PO): Subtotal: 1.85

Ship To: ABC Reseller
Somewhere St.
Indianapolis, IN, 46204 United States

Committed: Back Order: Shipping: 0.00

Total: 1.85

Amount Received: 0.00

Amount Due: 1.85

Saved

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Cash Refund - Apple Spice Sales

New Save Search Delete Undo Print Add Shipment Add Orders Email Duplicate Post Recurring Close

Details

Prepays and Credit Memos

Instructions

Post Preview

Post History

Payments

Attachments

Audit Log

Activities

Approval

Signature

Record No.	Prepay Type	Contract	Sequence	Item	Item Category	Description	Invoice Amount	Line Applied	Amount Applied	To Pay	Apply
CPP-77						Prepayment for RCV-45	300.00	1	300.00	0.00	<input checked="" type="checkbox"/>
CPP-95						Prepayment for RCV-414	50.00	2	0.00	50.00	<input type="checkbox"/>

Let us view the GL entries when this invoice is posted. Click the Recap button. Notice that it has a direct impact on Undeposited Funds, and not on Accounts Receivable.

Recap Transaction

PostClose

Details

Date:7/4/2016Description:Currency:USDRate:

LayoutFilter Records (F3)

	Batch ID	Post Date	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1	BATCH-1361	7/4/2016	SI-465	10500-0000-000	Undeposited Funds	Asset	0.00	1.85
2	BATCH-1361	7/4/2016	SI-465	40010-0001-006	Sales -Taxable	Sales	1.85	0.00
3	BATCH-1361	7/4/2016	SI-465	16000-0001-000	Inventories	Inventories	1.41	0.00
4	BATCH-1361	7/4/2016	SI-465	50000-0001-000	Purchases Default	Purchases	0.00	1.41

Ready