

# Refund a Credit Memo - Automated

The following will guide you from Creating Credit Memo without Inventory Impact, Processing that Credit Memo to Cash Refund and Cutting a Check for that refund.

1. Create a **Credit Memo** without Inventory Impact.
  - a. Sales > Activities > Invoices
  - b. Click **New** to open new Invoice screen.
  - c. In the header,
    - i. Set **Type** field to **Credit Memo**.
    - ii. Select customer in the **Customer** field
  - d. In the grid area,
    - i. Select an item to return in the **Item No.** field
    - ii. Type in qty to be returned in the **Shipped** field, ex. 20.00
  - e. Since this is a credit memo without Inventory Impact, uncheck Inventory Impact checkbox. This means that posting this transaction will not impact Inventory and COGS account.
  - f. Click **Post**.

The screenshot shows the 'Credit Memo - Apple Spice Sales' window. The 'Type' field is set to 'Credit Memo'. The 'Customer' field is set to 'Apple Spice Sales'. The 'Item No.' field is set to 'CORN'. The 'Shipped' field is set to '20'. The 'Inventory Impact' checkbox is unchecked. The 'Post' button is highlighted in red.

- i. GL entries for Credit Memo are as follows.

Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
Posted: 11/21/2018 4:05:07 AM						
12013-0001-004	Accounts Receivable-Fort Wayne-Petro	Receivables	0.000	94.000	0.0000	20.0000
40010-0001-001	Sales-Taxable - Fort Wayne - Grains	Sales	94.000	0.000	20.0000	0.0000

2. Process Refund for Credit Memo.



## Note:

Before you can process a refund, make sure that the Customer is also a Vendor. To do that, open Customer record, click on Entity Type tab and add Vendor in the Type grid.

The screenshot shows the 'Customer - Apple Spice Sales' window. The 'Entity Type' tab is selected. The 'Type' grid shows 'Customer' and 'Vendor' options.

- Sales > Activities > Invoices
- Open Credit Memo transaction
- Click **Process Refund**. This will automatically create a posted Invoice > Cash Refund type transaction and a ready to post Pay Voucher transaction

**Credit Memo - Apple Spice Sales**

New Save Search Undo Print Add Shipment Add Orders Email Duplicate **Process Refund** Unpost Recurring Close

Details Prepays and Credit Memos Instructions Unpost Preview Post History Payments Attachments Audit Log Activities Approval

Source Standard Recurring ☐ Location 0001-Fort Wayne PO No Invoice No SI-697

Type Credit Memo Bill To Apple Spice Sales Freight Term FOB Split

Customer Apple Spice Sales Ship To Apple Spice Sales Ship Date 11/21/2018 Currency USD Accrual 1

Book SubBook Ship Via Salesperson Applicator

Invoice Date 11/21/2018 Contact Tom Green Account 12013-0001-004 Comments

Post Date 11/21/2018 ICT

Reference	Item No.	Description	Customer Storage	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Currency Unit	Price	Total	Tax Group	Vendor Buy
	CORN	CORN		0.00		20.00	Bushels	0.00%	0.00	USD	4.700	94.000	Checkoff	
				0.00		0.00		0.00%	0.00		0.000	0.000		

- Pay Voucher Details screen is automatically opened. Click **Post**.

**Pay Voucher Details - Apple Spice Sales**

New Save Search Delete Undo Process Payment Print Settlements **Post** Close

Detail Post Preview Audit Log

Location 0001-Fort Wayne Date Paid 11/21/2018 Record No PAY-809

Bank Account 253624539656 Payment Method Check Currency USD

Vendor No Apple Spice Sales Unapplied Amount 0.000 Withheld 0.000

Vendor Pay To Apple Spice Sales Override Pay To ☐ Check No Cleared ☐ Credit Limit

Amount Paid 94.000 Select Bank Balance -12,840,683.780 Date Reconciled

Quantity 0.000 Select

Internal Notes Cash Refund

Check message

☒ Select All ☐ Clear All ☐ Pay unpaid prepaid/advance Export View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	12/21/2018	SI-698			Net 30	94.00	20013-0001-004	0.00	0.000	0.000	94.000
								0.00			-94.00

1.01 s Ready 1 of 1 Refresh

- GL entries for Pay Voucher are as follows:

Account ID	Description	Reference	Account Group	Debit	Credit	Debit Unit	Credit Unit
10004-0000-000	Three Rivers - Operating - Grain - Home o...	0001005004	Cash Accounts	0.00	100.00	0.0000	0.0000
20013-0001-004	Accounts Payable-Fort Wayne-Petro	Cash Refund	Payables	100.00	0.00	0.0000	0.0000

- Click **Process Payment** to cut a check.

**Pay Voucher Details - Apple Spice Sales**

New Save Search Delete Undo **Process Payment** Print Settlements Unpost Close

Detail Unpost Preview Audit Log **Process Payment**

Location 0001-Fort Wayne Date Paid 11/21/2018 Record No PAY-809

Bank Account 253624539656 Payment Method Check Currency USD

Vendor No Apple Spice Sales Unapplied Amount 0.000 Withheld 0.000

Vendor Pay To Apple Spice Sales Override Pay To ☐ Check No Cleared ☐ Credit Limit

Amount Paid 94.000 Select Bank Balance -12,840,777.780 Date Reconciled

Quantity 0.000 Select

Internal Notes Cash Refund

Check message

☒ Select All ☐ Clear All ☐ Pay unpaid prepaid/advance Export View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	12/21/2018	SI-698			Net 30	94.00	20013-0001-004	-94.00	0.000	0.000	94.000
								94.00			-94.00

f. Click **Print Check**.

**Process Payments**

**Print Check** Close

**Details**

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Next Check No: 00001104 ☒ Checks ☐ ACH

**Process Payments** Archive File

☒ Select All ☐ Clear All Export View Filter (F3) 1 record(s) (1 selected)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount	Hold	Hold Reason
<input checked="" type="checkbox"/>	11/21/2018	PAY-809	Apple Spice Sales	Auto-assigned. Click to change.	AP Payment	94.00	<input type="checkbox"/>	

g. Report Viewer - Check Voucher will then be opened. Click **Print** to print the Check.

**Report Viewer - Check Voucher Middle AP**

Archive Close

Print

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Vendor: 0001005004 Apple Spice Sales Account: 1593578246

Bill Id	Invoice No.	Due Date	Comment	Amount	Disc/Interest	Paid Amt
SI-698		12/21/2018		94.00	0.00	94.00

Check Amount: \*\*94.00 Check Date: 11/21/2018 Check No.: 00001104

iRely LLC Demo Environment  
4242 Flagstaff Cove  
Fort Wayne, IN 46825

Three Rivers Federal Credit Union  
5600 Main Street  
Fort Wayne, IN 46825  
444/1245

00001104  
DATE: 11/21/2018

Ninety-Four and 00/100 \*\*\*\*\* \$ \*\*94.00

PAY Apple spice Sales  
TO THE 16125 Alta DriveFort Wayne, IN 46803  
ORDER  
OF

Void if not presented in 90 days

Checks over 250 should be countersigned

⑈001104⑈2749732221253624539656

Vendor: 0001005004 Apple Spice Sales Account: 1593578246

Bill Id	Invoice No.	Due Date	Comment	Amount	Disc/Interest	Paid Amt
SI-698		12/21/2018		94.00	0.00	94.00

Check Amount: \*\*94.00 Check Date: 11/21/2018 Check No.: 00001104

h. Close the Report Viewer, then close the Process Payments screen.