

Refund an Overpayment - Automated

The following will guide you from Creating Invoice, Receiving Overpayment for the Invoice, Processing that Overpayment to Cash Refund and Cutting a Check for that refund.

1. Create a **Invoice**.
 - a. Sales > Activities > Invoices
 - b. Click **New** to open new Invoice screen.
 - c. In the header,
 - i. Set **Type** field to **Invoice**.
 - 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. 30.00
 - iii. Set **UOM** field to Bushels.
 - iv. Set **Price** field to 4.76.
 - v. Total field will automatically be computed, in this ex. 142.80.
 - e. Click **Post**.

Item No.	Contract No.	Sequence	Contract Bat	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Currency Unit	Price	Total
Corn A				Corn A	0.00		30	Bushels	0.00%	0.00	USD	4.76	142.80

- i. GL entries for Invoice are as follows.

Post Date	Account ID	Description	Reference	Account Group	Debit	Credit	Debit Unit	Credit Unit
11/22/2018	12013-0001-004	Accounts Receivable-Fort Wayne-Petro	0001005004	Receivables	142.80	0.00	30.0000	0.0000
11/22/2018	40010-0001-001	Sales-Taxable - Fort Wayne - Grains	0001005004	Sales	0.00	142.80	0.0000	30.0000
11/22/2018	16000-0001-000	Inventories - Fort Wayne - Admin		Inventories	0.00	102.00	0.0000	30.0000
11/22/2018	50000-0001-000	Purchases Default - Fort Wayne - Admin		Purchases	102.00	0.00	30.0000	0.0000

2. Receive Overpayment for the Invoice.

- a. Sales > Activities > Receive Payments
- b. Click **New** to open new Receive Payments screen.
- c. In Details tab > header,
 - i. Select customer in the **Customer** field
 - ii. Select payment method in the **Payment Method** field, ex. Cash.
 - iii. Type in amount to pay in **Amount Paid** field, ex. 200.00.
- d. In the grid area,
 - i. Select the Invoice transaction created in Step 1
- e. Check **Unapplied Amount** in header. It will automatically show the difference between Amount Paid and Payment in the grid, for this illustration, Unapplied will show 57.20, computed as 200.00 - 142.80.

f. Click **Post**.

Location	Discount Date	Due Date	Invoice No.	Scale Ticket	Customer	Terms	Invoice Total	Discount Avail	Discount Taken	Interest	Amount Due	Payment
<input checked="" type="checkbox"/> 0001-Fort Wayne		12/22/2018	SI-694			Net 30	142.80	0.00	0.00	0.000	0.00	142.800
<input type="checkbox"/> 0001-Fort Wayne		08/17/2018	PI-2			Net 30	66.07	0.00	0.00	0.000	66.07	0.000
<input type="checkbox"/> 0001-Fort Wayne		08/16/2018	SI-611			Net 30	230.23	0.00	0.00	0.000	230.23	0.000
<input type="checkbox"/> 0001-Fort Wayne		08/23/2017	CPP-5			Net 30	-1,000.00	0.00	0.00	0.000	-1,000.00	0.000
<input type="checkbox"/> 0001-Fort Wayne		06/21/2017	CPP-3			Net 30	-500.00	0.00	0.00	0.000	-500.00	0.000
<input type="checkbox"/> 0001-Fort Wayne		05/18/2017	CPP-10			Net 30	-100.00	0.00	0.00	0.000	-100.00	0.000
<input type="checkbox"/> 0001-Fort Wayne		09/25/2016	SI-165			Net 30	26,000.00	0.00	0.00	0.000	25,980.00	0.000
							24,839.10	0.00	0.00	0.00	24,676.30	142.80

i. GL entries for Receive Payments with overpayment scenario are as follows:

Post Date	Account ID	Description	Reference	Account Group	Debit	Credit	Debit Unit	Credit Unit
11/22/2018	10500-0000-000	Undeposited Funds - Home office - Admin	0001005004	Asset	200.00	0.00	0.0000	0.0000
11/22/2018	12013-0001-004	Accounts Receivable-Fort Wayne-Petro	0001005004	Receivables	0.00	57.20	0.0000	0.0000
11/22/2018	12013-0001-004	Accounts Receivable-Fort Wayne-Petro	0001005004	Receivables	0.00	142.80	0.0000	0.0000

3. Process Refund for Overpayment.



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.

Entity	Customer	General	Locations	Contacts	Split	History	Messages	Activities	Attachments	Audit Log	Entity Type
<input type="checkbox"/> Type											
<input type="checkbox"/> Customer											
<input type="checkbox"/> Vendor											
<input type="checkbox"/>											

<http://jira.irelyserver.com/browse/AR-9409>

- Sales > Activities > Invoices
- Open the Overpayment transaction. You will see this as the first record from the top, with 'COP-' prefix, i.e. if Starting Number prefix setup for Overpayment is 'COP-', else check the Starting Numbers if setup otherwise.



Note:

You can open Starting Number from System Manager > Maintenance > Starting Numbers > select Accounts Receivable in Modules grid > Customer Overpayment.

Starting Numbers

Save Close

Details

Modules

- All
- Accounts Payable
- Accounts Receivable**
- Buybacks
- Card Fueling
- Cash Management
- Contract Management
- Credit Card Recon
- Energy Trac

Starting Numbers

Export View Filter (F3)

Transaction Type	Prefix	Number	Use Location	Preview
Receive Payments	RCV-	211	<input type="checkbox"/>	RCV-211
Invoice	SI-	695	<input type="checkbox"/>	SI-695
Sales Order	SO-	255	<input type="checkbox"/>	SO-255
Quote	QU-	46	<input type="checkbox"/>	QU-46
Customer Prepayment	CPP-	53	<input type="checkbox"/>	CPP-53
Customer Overpayment	COP-	6	<input type="checkbox"/>	COP-6
Provisional	PI-	3	<input type="checkbox"/>	PI-3

c. Click **Process Refund**. This will automatically create a posted Invoice > Cash Refund type transaction and a ready to post Pay Voucher transaction

- Dr. AR 57.20
- Cr. AP 57.20
-

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

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

Post Date 11/21/2018

+ Insert Open Tax Details Bundle Details Quality X Remove Add Recipe Substitute Get Previous Details Pricing Conditions Export View Filter (F3)

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		

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

Pay Voucher Details - Apple Spice Sales

New Save Search Delete Undo Process Payment Print Settlement **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

? 1.01s Ready 1 of 1 Refresh

i. 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

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

Pay Voucher Details - Apple Spice Sales

New Save Search Delete Undo **Process Payment** Print Settlement 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

Page 1 of 1 Pdf

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

⑈00⑈104⑈27497322⑈253624539656

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.