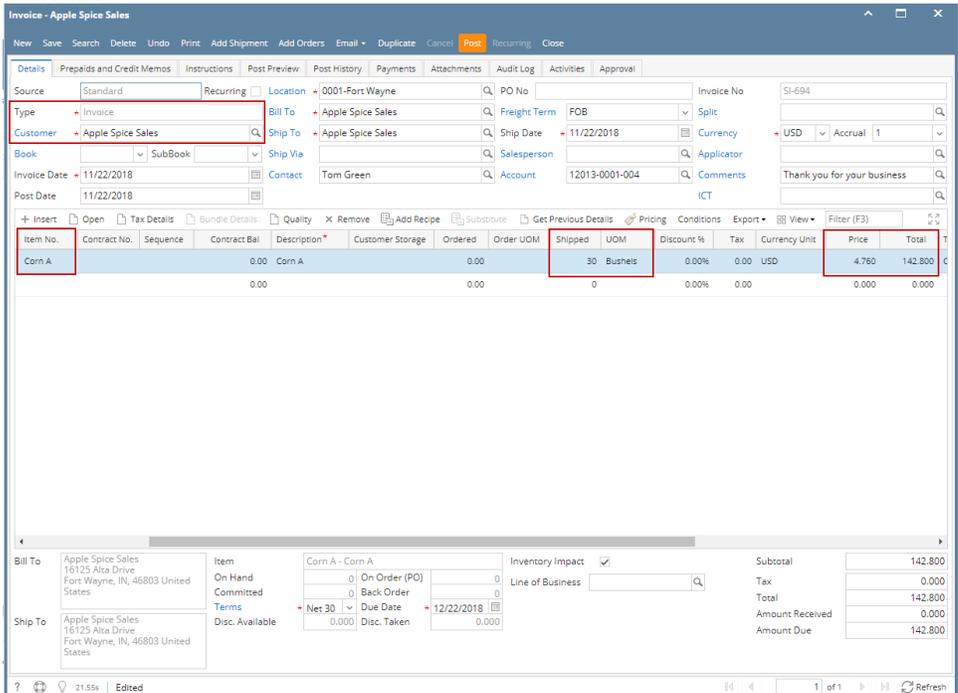


# Refund an Overpayment - Automated

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**.



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.

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.

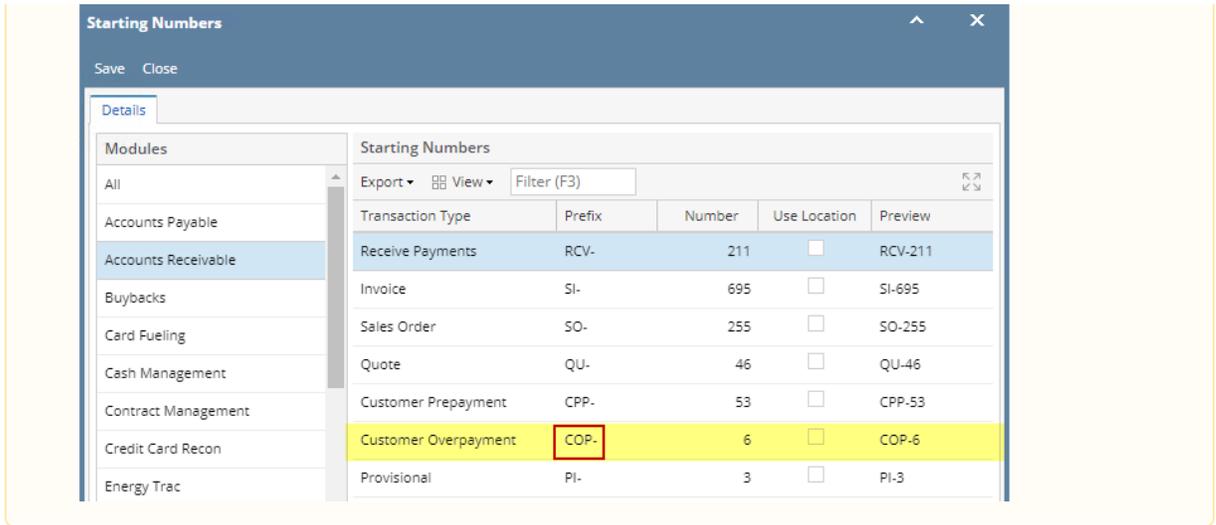
<http://jira.irelyserver.com/browse/AR-9409>

- 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.



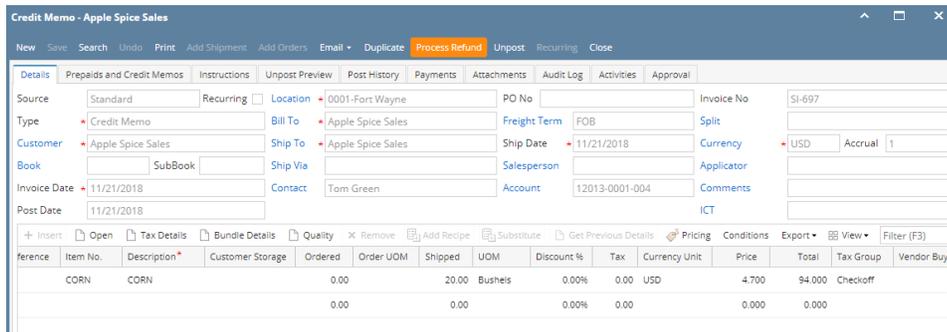
**Note:**

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

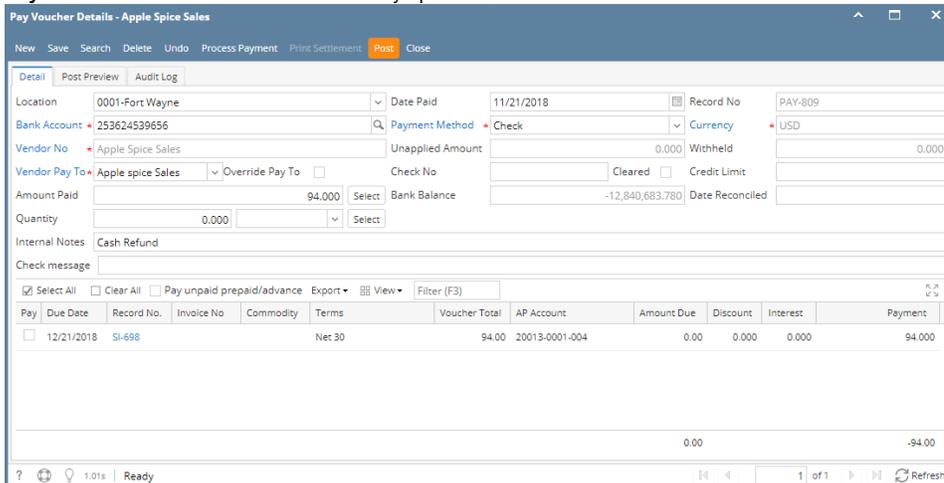


c. Click **Process Refund**. This will automatically create a posted Invoice > Cash Refund type transaction and a ready to post Pay Voucher transaction

- i. Dr. AR 57.20
- ii. Cr. AP 57.20
- iii.



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



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  Bank Balance -12,840,777.780 Date Reconciled

Quantity 0.000

Internal Notes Cash Refund

Check message

Select All  Clear All  Pay unpaid prepaid/advance Export  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  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"/>	

