# **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.

Invoice - App	le Spice Sales						^ [	⊐ ×
New Save	Search Delete Undo Print Add Ship	nent Add Orders Email • Duplica	te Cancel Post Recurring	Close				
Details Pr	epaids and Credit Memos Instructions	Post Preview Post History Paymer	nts Attachments Audit Log	Activities Approval				
Source	Standard Recurring	Location + 0001-Fort Wayne	Q, PO No		Invoid	e No SI-694		
Туре	* Invoice	Bill To + Apple Spice Sales	Q Freight	Ferm FOB	✓ Split			Q,
Customer	* Apple Spice Sales	Q Ship To + Apple Spice Sales	Q Ship Da	+ 11/22/2018	Curre	ncy + USD 🔻	Accrual 1	~
Book	✓ SubBook	✓ Ship Via	Q Salespe	son	Q Applic	tator		Q,
Invoice Date	* 11/22/2018	Contact Tom Green	Q Account	12013-0001-004	Q Comm	nents Thank yo	u for your busines	is Q
Post Date	11/22/2018				ICT			Q,
+ Insert	🗅 Open 📋 Tax Details 📄 Bundle Deta	is 🗋 Quality 🗙 Remove 🗒 Ad	d Recipe 📳 Substitute 🗅	Set Previous Details 🛛 🧬 Pric	ing Conditions	Export • 🔠 View •	Filter (F3)	5.7 2 3
Item No.	Contract No. Sequence Contract	al Description <sup>*</sup> Customer Sto	orage Ordered Order UO	A Shipped UOM	Discount %	Tax Currency Unit	Price	Total T
Corn A		0.00 Corn A	0.00	30 Bushels	0.00%	0.00 USD	4.760	142.800 C
		0.00	0.00	0	0.00%	0.00	0.000	0.000
4	nnle Spice Saler	C 1 C 1						+
Bill TO 1 F	ort Wayne, IN, 46803 United Commit tates Commit	d 0 On Order ( ed 0 Back Orde	(PO) 0 Line c	f Business	Q,	Tax Total		0.000
Ship To A 1 F S	pple Spice Sales 6125 Alta Drive ort Wayne, IN, 46803 United tates	* Net 30 V Due Date	* 12/22/2018 III 0.000			Amount Receive Amount Due	ed	0.000 142.800
? 🔘 🖓	21.55s Edited					N I	of 1 🕨 🕅	C Refresh
i.	GL entries for Invo	ce are as follows.						
	Post Date Account ID E	escription	Reference Accou	nt Group	Debit	Credit	Debit Unit	
	11/22/2018 12013-0001-004 A	counts Receivable-Fort Wayne-Petro	0001005004 Recei	ables	142.80	0.00	30.000	10
	11/22/2018 40010-0001-001 S	ales -Taxable - Fort Wayne - Grains	0001005004 Sales		0.00	142.80	0.000	10
	11/22/2018 16000-0001-000 In	ventories - Fort Wayne - Admin	Inven	tories	0.00	102.00	0.000	10

- 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

11/22/2018 50000-0001-000 Purchases Default - Fort Wayne - Admin

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.

Purchases

102.00

0.00

30.0000

edit Unit 0.0000 30.0000 30.0000

0.0000

#### f. Click Post.

Receive Payments -	Apple Spice Sales											^		×
	ch Delete Undo Re		Post Credi											
Details Post Previe	ew Post History Au	udit Log												
Туре	Cash Receipts	~	Location		0001-Fort Wa	yne		Q,	Record No	Created On	Save			
Customer *	Apple Spice Sales	٩,	Date Paid		11/22/2018				Total AR				24,81	19.100
Payment Method 🔸	Cash	~	Bank Accour	nt	25362453965	56		Q,	Forex Rate Type					~
Amount Paid		200.000	Check No						Forex Rate					1.000
Unapplied Amount		57.200	Currency		USD			~	Apply on Account		Appl	ly to Budget		
Notes			Bank Transa	ction No										
Select All	lear All 📄 View Invoic	e × Remove	Export - 88	View -	Filter (F3)									к л К У
Location	Discount Date	Due Date 🔻	Invoice No.	Scale Tic	ket Customer F	Terms	Invoice Total	Disco	unt Availa Discount	Taken Inte	rest	Amount Due	Paym	nent
🗹 0001-Fort Way	yne	12/22/2018	SI-694			Net 30	142.80		0.00	0.00	0.000	0.00	14	42.800
0001-Fort Way	yne	08/17/2018	PI-2			Net 30	66.07		0.00	0.00	0.000	66.07		0.000
0001-Fort Way	yne	08/16/2018	SI-611			Net 30	230.23		0.00	0.00	0.000	230.23		0.000
0001-Fort Wa	yne	08/23/2017	CPP-5			Net 30	-1,000.00		0.00	0.00	0.000	-1,000.00		0.000
0001-Fort Way	yne	06/21/2017	CPP-3			Net 30	-500.00		0.00	0.00	0.000	-500.00		0.000
0001-Fort Way	yne	05/18/2017	CPP-10			Net 30	-100.00		0.00	0.00	0.000	-100.00		0.000
0001-Fort Wa	yne	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	1	142.80
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## 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.

## A 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.

Customer - Apple Spice Sales								
New Save Search Delete Undo Additi	onal - Clo	ose						
Entity Customer General Locations	Contacts	Split	History	Messages	Activities	Attachments	Audit Log	Entity Type
+ Insert 🗙 Remove Export - 🔡 View -	Filter (F	3)			K 7 K 9			
Туре								
Customer								
Vendor								

## http://jira.irelyserver.com/browse/AR-9409

- a. Sales > Activities > Invoices
- Denote 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.



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

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ave Close									
Details									
Modules		Starting Numbers							
All		Export - 🗄 View -	Filter (F3)				К.Я К.У		
Accounts Payable		Transaction Type	Prefix	Number	Use Location	Preview			
Accounts Receivable		Receive Payments	RCV-	211		RCV-211			
Buybacks	1	Invoice	SI-	695		SI-695			
Card Fueling		Sales Order	SO-	255		SO-255			
Cash Management	1	Quote	QU-	46		QU-46			
Contract Management		Customer Prepayment	CPP-	53		CPP-53			
Credit Card Recon		Customer Overpayment	COP-	6		COP-6			
Energy Trac		Provisional	PI-	3		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
  - i. Dr. AR 57.20 ii. Cr. AP 57.20 iii.

Credit Mer	no - Apple !	Spice Sales												□ ×
					mail + Duplicate		nd Unpost							
Details	Prepaids an	d Credit Memos	Instructions	Unpost Previe	w Post History	Payments	Attachments	Audit L	og Activiti	es Approva	1			
Source	Stand	ard	Recurring	Location +	0001-Fort Wayne		PO N	0			Invoice No	SI-697		
Туре	* Credi	t Memo		Bill To 🔹	Apple Spice Sales	5	Freig	ht Term	FOB		Split			
Customer	* Apple	Spice Sales		Ship To 🔸	Apple Spice Sales	5	Ship	Date +	11/21/2018		Currency	+ USD	Accrual	1
Book		SubBook		Ship Via			Sales	person			Applicator			
Invoice Da	ate + 11/21	/2018		Contact	Tom Green		Acco	unt	12013-0001	-004	Comments			
Post Date	11/21	/2018									ICT			
+ Insert	🗋 Open	🗋 Tax Details	Bundle Det	ails 🗋 Quali	ty × Remove	Add Recipe		ute 🗅 🗅	Set Previous [	Details 🦪 🧬 P	ricing Conditions	Export •	88 View •	Filter (F3)
ference	Item No.	Description*	Customer St	orage Orde	red Order UON	1 Shipped	UOM	Discount	% Tax	Currency U	Jnit Price	Total	Tax Group	Vendor Bu
	CORN	CORN			0.00	20.00	Bushels	0.	0.0	0 USD	4.700	94.00	Checkoff	
					0.00	0.00		0.	0.0	D	0.000	0.00	)	

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

20013-0001-004 Accounts Payable-Fort Wayne-Petro

ocation	0001-Fort Wayn				~	Date Paid	11	/21/2018	10	Record	l No	PAY-809	
Bank Account +	253624539656				Q	Payment Method	0	neck	~	Curren			
/endor No +	Apple Spice Sale	e				Unapplied Amou	nt	iccit	0.000	Withhe	-Id		0.000
/endor Pay To +	Apple spice Sale	, , , , , , , , , , , , , , , , , , , ,	erride Pay To			Check No.			Cleared	Credit	Limit		0.000
Amount Paid	Apple spice sale	3 1 0	cindendy ro	4.000	Coloct	Bank Balance			12 040 602 700	Date R	econciled		
Quantity		0.000	3	94.000	Select	Darik Dalarice			12,040,005.760	Date N	conclieu		
ruentury	C 1 D C 1	0.000		×	pelect								
nternal Notes	Cash Refund												
heck message													
Select All	Clear All Pa	y unpaid pre	paid/advance	Export +	EE Vie	ew - Filter (F3)							K7 29
Pay Due Date	Record No.	Invoice No	Commodity	Terms		Vouche	r Total	AP Account	Amount D	ue Di	iscount I	nterest	Payment
12/21/2018	8 SI-698			Net 30			94.00	20013-0001-004		0.00	0.000	0.000	94.000
										0.00			-94.00
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? © © 1.0 i. G	D15 Ready BL entries	for Pay	y Vouche	er ar	e as	follows:	count (	Sroup	Debit	0.00	Credit	1 0	-94.00 f1  B  G Refresh Debit Unit

Cash Refund Payables

100.00

0.00

0.0000

0.0000

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

	Preview Audit Log	g	Process Pay	ment									
ocation	0001-Fort Wayne					Date Paid	11/	/21/2018		Record No		PAY-809	
ank Account *	253624539656					Payment Method	* Ch	eck		Currency	*	USD	
endor No 🔹 🔸	Apple Spice Sales					Unapplied Amoun	t		0.00	) Withheld			0.00
endor Pay To+	Apple spice Sales	Over	ride Pay To			Check No			Cleared 🗌	Credit Limit			
mount Paid				94.000	Select	Bank Balance			-12,840,777.78	) Date Recond	iled		
uantity		0.000			Select								
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eck message Select All [ ay Due Date 12/21/2018	Cash Retund Clear All Pay t Record No. In SI-698	unpaid prepa voice No	aid/advance Commodity	Export • Terms Net 30	III Viev	v • Filter (F3) Voucher	Total 94.00	AP Account 20013-0001-004	Amount	Due Discoun 94.00 0.00	t In	iterest 0.000	Payment 94.000
eck message Select All [ y Due Date ] 12/21/2018	Clear All Pay t Record No. In SI-698	unpaid prepa voice No	aid/advance Commodity	Export • Terms Net 30	88 View	w • Filter (F3) Voucher	Total 94.00	AP Account 20013-0001-004	Amount -	Due Discoun 94.00 0.00	t In	0.000	Payment 94.000
eck message Select All [ Due Date 12/21/2018	Cash Retund Clear All Pay t Record No. In SI-698	unpaid prepa voice No	aid/advance Commodity	Export • Terms Net 30	B Viev	w • Filter (F3) Voucher	Total 94.00	AP Account 20013-0001-004	Amount -	Due Discoun 94.00 0.00	t In	0.000	Payment 94.000

## f. Click Print Check.

Process Paym	ents									
Print Check										
Details										
Bank Account	253624539	9656	Bank Name: Three Rive	ers Federal Credit Union	Next Check N	lo	0000	104   Checks	⊖ ACH	
Process Pay	ments Arch	nive File								
Select All	Clear All	Export - 88	View - Filter (F3)	1 record(s) (1 selected)						К Л К У
To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount	Hold	Hold Reason		
$\checkmark$	11/21/2018	PAY-809	Apple Spice Sales	Auto-assigned. Click to change.	AP Payment	94.00				

8	N Page 1	▼ of 1 ▶		Pdf 🔻	
Vendor:	0001005004	Apple Spice Sales		Account: 159357824	16
Bill Id SI-698	Invoice No.	Due Date Com 12/21/2018	ment	Amount Disc/Intere 94.00 0.	est Paid Amt 00 94.00
Check	Amount:	**94.00 Check [	Date: 11/21/2018	Check No.: 000011	104
<b>iRely</b> I 4242 F Fort w	LLC Demo Environr Tagstaff Cove ayne, IN 46825	nent	Three Rivers Fr 5600 Main Stree Fort Wayne, IN - 444/1245	ederal Credit Union <b>00</b> t 16625 D,	<b>001104</b> ATE: 11/21/2018
Ninety-Fou	r and 00/100 * * * * *	* * * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * * * *	* \$_	**94.00
PAY TO THE ORDER OF	Apple spice Sales 16125 Alta DriveFor	t Wayne, IN 46803		Void if not presented in 90 da	ys
		#00 <b>11</b> 04#27497	32221:253621	Checks over 250 should b	e countersigned
Vendor:	0001005004	Apple Spice Sales		Account: 159357824	6
Bill Id SI-698	Invoice No.	Due Date Com 12/21/2018	ment	Amount Disc/Intere 94.00 0.	est Paid Amt 00 94.00
Checl	k Amount:	**94.00 Check Dat	e: 11/21/2018	Check No.: 000011	104

g.

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