Print Overpayment Refunds - BAR6400

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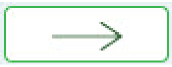
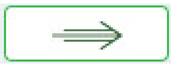
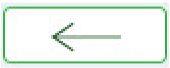
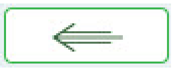
Accounts Receivable > Utilities > Print Overpayment Refunds

This utility is used to clear overpayments by allowing the user to issue a refund check.

Print overpayment refund checks:

A list of customers who are eligible to receive a refund check are displayed under. Select the customers All customers who are eligible to receive a refund check are displayed on the left side of the page under **Available Customer Refunds**. Select the customers to be issued refunds.

Use the following buttons to move the selected customers to the right side of the page.

 - Click to move selected entries from the left side to the right side of the page.
 - Click to move all entries from the left side to the right side of the page.
 - Click to move selected entries from the right side to the left side of the page.
 - Click to move all entries from the right side to the left side of the page.

All entries under **Customer Refunds to Generate** indicate the customers who have been selected to receive a refund check. When all the desired entries have been moved to the **Customer Refunds to Generate** column, click **Next**.

Under **Check Options**:

Field	Description
Beginning Check Number	This field is automatically populated, but it can be modified.
Check Date	Type the check date in the MMDDYYYY format, or use the calendar to select a check date. This field represents the date to be printed on the checks and is a required field.

Click **Next** to continue. Otherwise, click **Previous** to go back to the previous page, or click **Cancel** to return to the Print Overpayment Refunds page.

If you click **Next**, the test pattern page is displayed. Use the scroll bars to view and verify the alignment of the check.

If the district uses electronic signatures for checks, click Check Signatures.

Click **Next** to continue. A preview page is displayed with the first refund check to be printed.

Review the report.

Review the report using the following buttons:

Click to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Previous** to go back to the previous page. Click **Cancel** to return to the Print Overpayment Refunds page.

Click **Next** to continue. The check records report page is displayed.

Under the **Record Checks Printed**, the **Print Overpayment Summary** reports is selected by default.

Click **Update All** to update all records or click **Update Selected** to update only the selected records.

Click **Update**. The Overpayment Summary report is displayed.

Review the report.

Review the report using the following buttons:

Click to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Otherwise, click **Cancel**.