



Print Overpayment Refunds - BAR6400

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Accounts Receivable > Utilities > Print Overpayment Refunds

This utility is used to clear overpayments by allowing you to issue a refund check. The customer must have a **Vendor Number** assigned on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab in order to process a refund.

Print overpayment refund checks:

A list of customers who are eligible to receive a refund check is displayed under **Available Customer Refunds**.

- ☐ Select the customers who will 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.

- ☐ After all necessary 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 you can change it.
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 LEA 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.](#) Otherwise, click **Previous** to go back to the previous page. Or, click **Cancel** to return to the Print Overpayment Refunds page.
- ☐ Click **Next** to continue. The check records report page is displayed.
- ☐ Under **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.](#) Otherwise, click **Cancel**