



## **Print Overpayment Refunds - BAR6400**



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# Print Overpayment Refunds - BAR6400

## Accounts Receivable > Utilities > Print Overpayment Refunds

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

### 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
<b>Beginning Check Number</b>	This field is automatically populated but you can change it.
<b>Check Date</b>	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**



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