

Credits

A credit is created when a payment has been made for more than the billing amount. The user has the ability:

- in Billings, to apply credit from the overpayment to an existing Billing. Please refer to the [Apply/Manage Credits](#) section in Billings in order to apply credits to an existing Billing.

The customer of the overpayment and the customer of the credit billing must be the same.

- in Credits, to refund the overpayment by issuing a 'Refund Credit' (disbursement) to the customer.

Refund Credit

Credit

\$ Refund Credits									
		Customer #	Customer Name 1	Amount	Remaining Amount	Code	Billing #	Date	
<input type="checkbox"/>		1000	Alvarez, Steven	100.00	100.00	HS	1017	02/01/2020	

Create Refund + x

Refund Date

Revenue Account

Create Check

Vendor

1. From the Accounts Receivable menu, select Credit

a. From the grid, if I have multiple refunds to issue to the same customer, check the credits you want and click on

b. You can also click on to issue a refund check for a single credit. The credit refund window will display.

- Enter Date
- Select Revenue Account
- The create check option is checked by default and the vendor is automatically filled in with the vendor customer associated with the credit.

Refund checks can only be issued for Vendor Customers. If the refund is associated with an AR customer, a USAS-R Vendor must be created prior to issuing a refund (disbursement) check against it.

iv. Click on to create the disbursement. To print a refund check, please refer to the [Disbursements](#) chapter, 'Generate a Print File' section, to assign a check number and print the check.