

Refund Received from Vendor

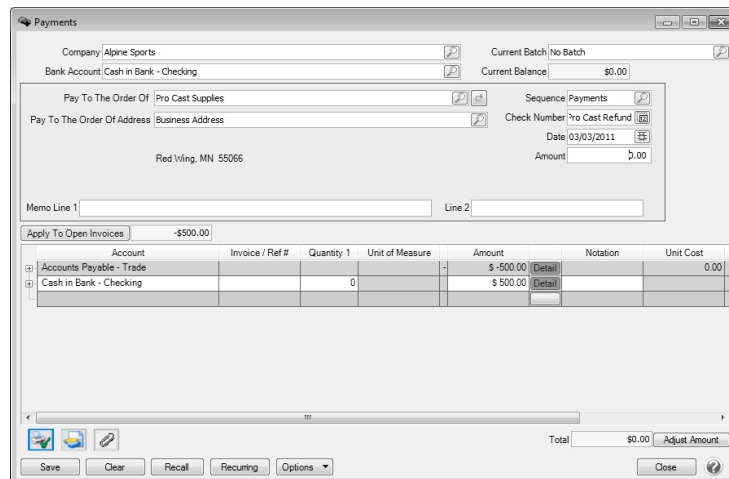
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Follow the steps outlined below if a vendor sends you a refund for a credit balance they've been carrying. This process assumes that the vendor originally issued a credit memo, which you have already entered into CenterPoint. The refund will transfer to the bank reconciliation as a negative check (same affect as a deposit).

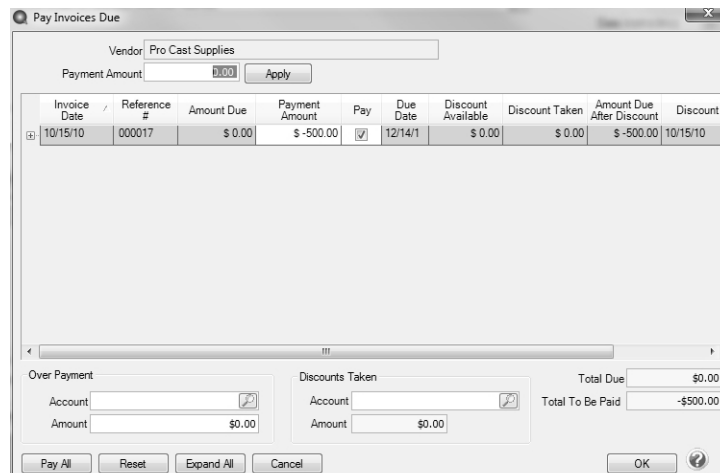
Process Refund Received from Vendor

The payment transaction will zero the vendor's balance and increase the balance of the bank account by the amount of the refund.

1. Select **Processes > Purchases > Payments**.



2. Select the appropriate vendor in **Pay To The Order Of**.
3. In the **Check Number** field, specify either a description of the refund or the vendor's check number.
4. Specify the **Date** the refund was received. Leave the **Amount** at zero.
5. Click on the **Apply To Open Invoices** button.



6. Select the **Pay** box for the credit the refund check was received for. Click **OK**.
7. In the second row of the grid, select the bank/checking account in the **Account** field.
8. Specify the **Amount** of the refund received. This should be a positive number, offsetting the credit on the first row.
9. Click the **Print** button and verify that the Print Check check box is not selected.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.