

ENTERING REFUND WITH CHEQUE PAYMENT IN XERO

Sample image of **REFUND CHEQUE INVOICE#**

		Credit	518324
CASH ACC JEFF -COD 70 HUME HIGHWAY JJ AUTO PARTS LANSVALE, NSW 2166		JOHN HINTON - 0449 996 546 PAID IN FULL CASH NSW	
JEFF	02 9724-8088	jeffcounter	17/12/15
0000312798 C15076	(JJ) 2005 CAMRY PWR DR WIND SWITCH SK36 RHIF MASTERSWITCH 10/02-08/08 J598 VIN: GT153XK360X302606 Vehicle Color: Blue Location: FJ12 Credit/Restock Reason: No Longer Required	1	-50.00 -55.00
		Org. Inv. 518082	GST -5.00 -55.00
Charge Account			

015056
 17/12

Go to **XERO / ACCOUNTS / PURCHASES/ NEW BILL.**

FROM / SUPPLIER NAME: REFUND CREDIT BAL – 1-1300

DATE: Date of Invoice

REFERENCE: Credit / Invoice #

DESCRIPTION: REFUND (credit invoice#); ORIGINAL INV#

QTY: Type 1

UNIT PRICE : amount on the invoice (no need to put the negative sign)

ACCT# : TRADE DEBTORS CLEARING

*****ATTACH THE PDF FILE.*****

Hit **APPROVE** when done. (see image below for sample)

Make a payment ?

Amount Paid	Date Paid	Paid From	Reference	
55.00	18 Dec 2015 ▼	11110 - Cheque Ac ▼	015056	Add Payment

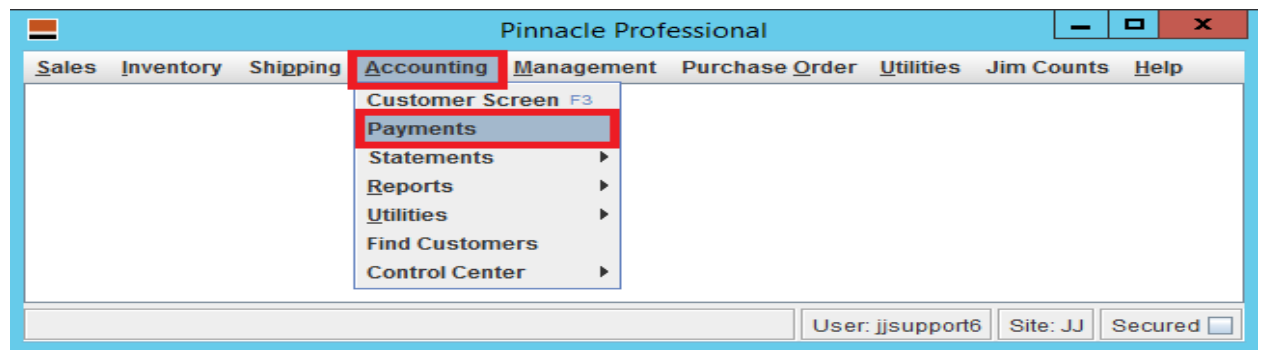
History & Notes ?

Approved by Cherry Ann M. on 18 Dec 2015 at 14:36p.m.
518324 from REFUND CREDIT BAL- 1-1300 for 55.00.

Show History (3 entries)

Add Note

GO to **PINNACLE / ACCOUNTING / PAYMENTS**



Enter the **CUSTOMER NAME** from the invoice, and find the credit invoice# with same amount in refund credit invoice.

CASH ACC JEFF -COD 16 HOME HIGHWAY JJ AUTO PARTS LANSVALE, NSW 2166	Credit	518324
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Payment Allocation: 67 - Pinnacle Professional

File Edit Help

Receive Payment Receive And Allocate Allocate Payment Auto Allocate Payment Refund **Adjustment** Rollback Payment Print Receipt Reject Capricorn Invoice

Customer Information:

Customer: CASH ACC JEFF -COD

Show transactions of type:

☒ Charge Account ☐ Cash On Delivery ☐ Deposit ☐ Cash

Bills & Refunds:

Date	Description	Total	Outstanding	Capricorn	Order Number
16/12 00:00	Invoice #518103	150.00	150.00	<input type="checkbox"/>	629790
18/12 00:00	Invoice #518381	80.00	80.00	<input type="checkbox"/>	630728
18/12 00:00	Invoice #518383	60.00	60.00	<input type="checkbox"/>	630743
18/12 00:00	Invoice #518393	80.00	80.00	<input type="checkbox"/>	630748
18/12 00:00	Invoice #518410	150.00	150.00	<input type="checkbox"/>	630796
18/12 00:00	Invoice #518420	150.00	150.00	<input type="checkbox"/>	630822
18/12 00:00	Invoice #518422	120.00	120.00	<input type="checkbox"/>	630835
18/12 00:00	Invoice #518432	60.00	60.00	<input type="checkbox"/>	630845
18/12 00:00	Invoice #518434	150.00	150.00	<input type="checkbox"/>	630852

Payments & Credits:

Date	Description	Total	Unallocated	Order Number	Capricorn
06/07 00:00	Credit #498634	2900.00	2750.00	581690	<input type="checkbox"/>
30/07 00:00	Credit #501814	360.00	360.00	582776	<input type="checkbox"/>
24/11 15:44	Credit #498634 incorrectly ...	150.00	150.00		<input type="checkbox"/>
16/12 14:30	Payment: Cash	150.00	150.00		<input type="checkbox"/>
17/12 00:00	Credit #518324	55.00	55.00	630129	<input type="checkbox"/>
18/12 00:00	Credit #518370	65.00	65.00	628231	<input type="checkbox"/>

Highlight the credit

Select **ADJUSTMENT TAB**

ADJUSTMENT TYPE: adjustment Refund

Ledger Adjustment: 95 - Pinnacle Professional

File Edit Help

Save

Account Adjustments

Customer: CASH ACC JEFF -COD

Adjustment Type: Adjustment Refund

Sale Type: ☒ Charge Account ☐ Cash On Delivery ☐ Deposit ☐ Cash

Amount: 55.00

Reference: 015056

AMOUNT: amount of refund

REFERENCE: record refund cheque#

Select **SAVE** and close the window.

Highlight the credit, and select the refunds you make.

Select **ALLOCATE PAYMENT** . see sample image below.

Payment Allocation: 67 - Pinnacle Professional

File Edit Help

Receive Payment Receive And Allocate **Allocate Payment** Auto Allocate Payment Refund Adjustment Rollback Payment Print Receipt Reject Capricorn Invoice

Customer Information:

Customer: CASH ACC JEFF -COD Show transactions of type: ☒ Charge Account ☐ Cash On Delivery ☐ Deposit ☐ Cash

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18/12 14:41	015056	55.00	55.00	<input type="checkbox"/>	

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Pop box will appear just Click **ok**

Input

How much should be allocated? (MAX: 55.00)

55.00

OK Cancel

DONE