

Creating AP check from AR Credit Memo

Manage/Accounts Payable/Payments

Key in the customer number and Schedule.

Click NON-PO Payments tab

The screenshot shows the 'A/P Maintenance [Add ToBeAssgnd]' window. At the top, there are several input fields: '2019' (Year), 'Trans. Grp' (ToBeAssgnc), 'Vendor' (Invalid Vendor), 'Fund' (empty), 'Schedule' (JULY), 'Remit To' (empty), and 'Trans. Type' (Original). The 'Non-PO Payments' tab is selected and highlighted with a red box. Below the tabs, there are two main sections:

Invoices/Credit Memos

Invoice/CM	Amount	Description

Purchase Orders to pay Breakout Payments by Invoice/CM Invoice/CM Total 0.00

PO	Expenditure	Liquidation	Enc.Outstandng	Final	Blanket

Total Expenditure 0.00

Click BOB and Select REFUND A/R CREDIT

A/P Maintenance [Add ToBeAssgnd]

Vendor Ref: RET

2019 Trans.Grp ToBeAssgnc Vendor 000158 KATHYANNA BAGNARDI
 Fund Remit To 1 COLD SPRING LANE
 Schedule JULY Trans.Type Original STAMFORD, NY 12167

Information PO Budget Info **Non-PO Payments** Remit To/Notes Other Options

Line	Fund	G/L Acct	Invoice/CM#	Amount	Budget Code
1		.		0.00	

Line 1 Inv/CM

Fund Blank

G/L Acct Blank

Description

Amount 0.00 Bank Account

PO/AR Ref. Service Dates 00/00/00

Total Non-PO Payments 0.00

Enter the A/R Credit Memo number

Refund A/R Credit

A/R Reference Number

Click SAVE

Information PO Budget Info **Non-PO Payments** Remit To/Notes Other Options

Line	Fund	G/L Acct	Invoice/CM#	Amount	Budget Code
1	A	380.00	A/R M0001-19A	134.00	
2		.		0.00	

Line 1 Inv/CM A/R M0001-19A Refund A/R M0001-19A: RETIREE BILLING

Fund A GENERAL FUND

G/L Acct 380.00 Accounts Receivable

Description

Amount 134.00 Bank Account General Fund

PO/AR Ref. M0001-19A Service Dates 00/00/0000 - 00/00/0000 1099

Total Non-PO Payments 134.00