

Refunding a Debtor

How to refund a Debtor that is in Credit and you wish to refund the Credit by drawing a cheque or paying them directly from your bank account then proceed as below.

You will need to have an account in your Ledger, placed immediately below the Sundry Debtors or Debtor Control Account. This account is created in Model Account entry and will be identical to the Debtor Control i.e. P Posting, A Asset, D Debit. Call the account a Refund of Fees Holding account or you can use your Suspense account.

Step 1 General Ledger code

Make sure you have a General Ledger code to use e.g. Refund of Fees or a Suspense account

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Step 2 Go into Debtor Receiving

Batch No: 4462 Date: Mon - Oct 8, 2018 Pd: 2 Term 1 2018 Def. Bank: 1 AutoLoad

Desc: Refunding a Debtor that has a cr bal 1 Finalised No: 793791702

Total \$0.00 UnApplied: \$0.00 Journals: 0.00 Trading Account

Rec No	Date >>	Famkey >>	From whom	Purpose of Payment	Amount	Unapplied	Sub \$	Journal
0			Click New Receipt to Create	System Line - Do not use	0.00	0.00	0.00	0.00
651	Oct 8, 2018	ARMS101 2	Both Parents Account	Refunding a Debtor that has a cr bal	0.00	0.00	0.00	0.00

1 Tender | 2 Applic Hist | 3 APPLY TO: Sundry | 4 Holding/Home Stay Dep. | 5 Ledger | 6 Debtors | 7 Voluntary | 8 Foundation | 9 POS

Id >>	Account name	Amount	By >>	From	Bank >>	Town >>	Card number	Ref Desc
1	Trading Account	0.00 EL		Mr Armstrong				

Buttons: Save Deposit, Sub Deposit, Clear Deposit, X Delete Deposit, Auto Apply Debtors

Bank: Deposit P

Buttons: Finalise Batch, Unfinalise Batch, Clear Batch, Validate Batch, Print P, Exit View

1. [Desc] Type in your description
2. [New Receipt] create a new receipt to the Family in question
3. [Tender] select 0.00

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0			Click New Receipt to Create	System Line - Do not use		0.00	0.00	0.00
651	Oct 8, 2018	ARMST01	Both Parents Account	Refunding a Debtor that has a cr bal		0.00	0.00	0.00

1 [Debtors]

2 [Apply \$] -1727.10

3 [Apply]

8/10/2018 ARMSTRONG K 1 Credit Balance 0.00 -1727.10 -1727.10

Refunding a Debtor that has cr bal

Balance -1727.10

Bank Deposit P

Finalise Batch Unfinalise Batch Clear Batch Validate Batch

Print P Exit View

1. [Debtors] select the debtors tab
2. [Apply \$] under Apply\$ put the amount you wish to refund e.g. -1727.10
3. Tick in [Apply]

Then go to the Ledger Tab:

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Rec No	Date	Fankey	From whom	Purpose of Payment	Amount	Unapplied	Sub \$	Journal
0			Click New Receipt to Create	System Line - Do not use		0.00	0.00	0.00
651	Oct 8, 2018	ARMST01	Both Parents Account	Refunding a Debtor that has a cr bal		0.00	0.00	0.00

1 [Ledger]

2 [Account] 4000

3 [Amount] 1727.10

4 [Transaction Description] Refunding a Debtor that has a cr bal

5 [New Receipt]

Entity COLLEGE Ledger Batch: 4462 UnApplied: 0

Transaction Description: Refunding a Debtor that has a cr bal

Display Option: Ledger Items Debtor Items

Clear Dissect Save Dissect Delete Dissect

Bank Deposit P

Finalise Batch Unfinalise Batch Clear Batch Validate Batch

Print P Exit View

1. [Ledger] select the ledger tab
 2. [Account] select the ledger account you wish to use
 3. [Amount] the amount should be a debit amount as per screen shot
 4. Tab thru fields and the description will auto load
 5. [New Receipt] select
- [Finalise Batch]

Family Key: ARMST01 Receives Accounts: Father

Acc Title: Both Parents Account

Acc Address: 77 Bowen Street

Acc Town: SOMEWHERE

Family Members This School: 1

Family Members at Assoc Schools: 0

1 General 2 Bursary 3 Inv 4 Rec 5 Sundries 6 Hold Dep 7 Vol P/ments 8

Yr 0 Bal -1827.10 Sundry Bal 814.00

Acct Rend -1727.10 Held Deposit 10.00 Promised

Curr Inv 0.00 Vol Donation 100.00 0.00

Receipt -1727.10 Payment Freq % Paid

Balance 0.00 Last Receipt: 08/10/2018

Family Disc %: 0.00 Disc Calculator vol

Message: 0 Status: T

This will clear the credit amount in the Debtors Masterfile.

Step 3 – Create the payment to reimburse the Family

Log into Finance > Gen Ledger > Batch Transaction Entry > select Ledger Payments

The screenshot shows the 'Ledger' window in the PC School software. The window title is 'Ledger'. The 'Payment' tab is selected. The 'Entity' is 'COLLEGE' and 'Somewhere College'. The 'No.' is '1853' and the 'Description' is 'Refunding ARMST01'. The 'Date' is '08/10/2018' and the 'Period' is '1' for 'January 2018'. The 'Batch Total' is '1727.10' and 'Unapplied' is '0.00'. The 'Last Chq No.' is '248291'. The table below shows a single transaction with Type 'C', Reference '248291', Date '08/10/2018', Description 'Refunding Armst01', Amount '1727.10', Payee Code 'A & B Armstrong', and Unapplied amount '0.00'. At the bottom, there are buttons for 'Finalise Batch', 'Unfinalise Batch', 'Clear Batch', 'Validate Batch', 'Exec Payments', 'Reassign Exec File', 'Import/Export', and 'Exit View'.

1. [Payment] select Payment
2. [New] select new batch
3. [Description] type in your description
4. [Date] select date
5. Select [New Item]
6. [Type] select your payment type 'C' = Cheque ; if paying directly from your bank select 'BP';
7. [Description] type in description if you wish to change
[Amount] type in amount refunding
8. If using a creditor code select [Payee] or a Cheque [Who]
9. Select the Ledger account you used in your Debtor > tab
10. [Description] will automatically be in there but you can type over or add more information
11. [Exec Payments] – if you are creating a cheque or file for bank
12. [Finalise Batch]