



Agency Refunds

Purpose of this document

This document describes how to use the Payment Journal function to create and post Agency refund checks in Ceres

Ceres Object release 5.00.00 is required for the functionality described in this document.

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Creating and Posting Agency Refund Checks

1. Through the normal course of business it may become necessary to refund an Agency overpayment. It is not necessary to create the Agency as a Vendor. You can process Agency refunds through the payment journal. In this example Agency B0558 has an overpayment of \$618.25.

B0558 · Hope House, Inc.

General	
No.:	B0558
Parent Agency No.:	559
Name:	Hope House, Inc.
Address:	Do Not Disclose
City:	
State:	MO
ZIP Code:	
Balance (\$):	-618.25
Credit Limit (\$):	900.00
UNC Activity Status:	ACTIVE
Location Code:	KAN
Shipment Method Code:	DELIVER
FBC County Code:	MO-JACKSON
FBC Agency Category Code:	BATTERED
Agency First Order Date:	3/20/2012
Monitoring Expiration Date:	5/12/2021

2. The Payment Journal can be accessed from Departments → Financial Management → Cash Management → Tasks → Payment Journals.

Cash Management - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Financial Management ▶ Cash Management ▶

Departments

- Financial Management
 - General Ledger
 - Cash Management
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets
 - Inventory
 - Periodic Activities
 - Setup
 - Agencies & Receivables
 - Purchasing
 - Donation
 - Warehouse

Cash Management

Lists

- Bank Accounts
- Deposits
- Bank Account Reconciliations
- Grants
- Payment Reconciliation Journals
- Posted Payment Reconciliations

Tasks

- Cash Receipt Journals
- Payment Journals
- Receivables-Payables
- Grant Journal
- Payment Registration
- Sales Tax Journal
- Payment Application Rules

- If using Payment Journal Batches, select your Batch from the Batch Name field.

The screenshot shows the 'Edit - Payment Journal - CHECKS-AP Check Journals' window. The 'Batch Name' dropdown is set to 'CHECKS' and is highlighted with a red circle. A red arrow points from the 'Batch Name' field to the 'CHECKS' entry in the 'General Journal Batches' list on the right. The 'General Journal Batches' list shows 'CHECKS' selected, with a description of 'AP Check Journals'.

- Enter a new line on the payment journal for the agency refund as shown below.

The screenshot shows the 'Edit - Payment Journal - CHECKS-AP Check Journals' window with a new line for an agency refund. The 'Batch Name' is 'CHECKS'. The new line has a Posting Date of 12/21/2020, Document Type of Refund, Document No. of 1, Account Type of Agency, Account No. of B0558, Account Name of Hope House, Inc., Amount of 0.00, Bal. Account Type of Bank Account, Bal. Account No. of 1000, and Bank Payment Type of Computer Check.

Posting Date: Enter the date this refund is to be posted

Document Type: Select document type Refund from the drop-down list of options.

Document No.: The system will require a document number. This number will be used to make the application against the overpayment. You can use any document number you wish. Since we will be producing a computer check, this number is only temporary and will be replaced by the actual check number once it is printed. If processing multiple agency refunds, use a unique document number for each refund.

Account Type: Select Agency from the drop-down list of options.

Account No.: Select the Agency to be refunded from the available Agencies. In this example we are using B0558.

Bal. Account Type: Select Bank Account from the drop-down list of available options.

Bal. Account No.: Select the Bank Account code that will be used to pay the refund.

Bank Payment Type: Select Computer Check from the drop-down list of available options.

- Click on Apply Entries in the Home Ribbon.

Posting Date	Document Type	Document Date	Document No.	Account Type	Account No.	Account Name	Description	Amount	Bal. Account Type	Bal. Account No.	Bank Payment Type
12/21/2020	Refund	12/21/2020	1	Agency	B0558	Hope House, Inc.		0.00	Bank Account	1000	Computer Check

- This will open a list of the available ledger entries for this Agency. Find the appropriate overpayment line, click on it to select it, and then click on Set Applies-to ID in the Home Ribbon.

Applies-to ID	Posting Date	Document Type	Document No.	Agency No.	Description	Currency Code	Remaining Amount	Appln. Remainin...	Amount to Apply
1	10/5/2020	Payment	CRJ-000...	B0558			-618.25	-618.25	-618.25

- Click OK at the bottom of the Apply Entries screen to close it. Notice that the check amount has now been filled in on our journal line.

Posting Date	Document Type	Document Date	Document No.	Account Type	Account No.	Account Name	Description	Amount	Bal. Account Type	Bal. Account No.	Bank Payment Type
12/21/2020	Refund	12/21/2020	1	Agency	B0558	Hope House, Inc.		618.25	Bank Account	1000	Computer Check

8. Select the Print Checks from Home → Print Checks.

Posting Date	Document Type	Document Date	Document No.	Account Type	Account No.	Account Name	Description	Amount	Bal. Account Type	Bal. Account No.	Bank Payment Type
12/21/2020	Refund	12/21/2020		Agency	B0558	Hope House, Inc.		618.25	Bank Account	1000	Computer Check

9. Update the fields as necessary.

Options

Bank Account: 1000

Last Check No.: 60094

Print Company Address: ☐

Print Check No.: ☐

Print Our Acct. No.: ☒

Sort by Vendor Name: ☐

One Check per Vendor per Document No.: ☐

Reprint Checks: ☐

Test Print: ☐

Preprinted Stub: ☐

Commit Each Check: ☐

Use Invoice Line Dimensions: ☐

Gen. Journal Line

Show results:

Where Journal Template Name is PAYMENTS

And Journal Batch Name is CHECKS

Print... Preview Cancel

Bank Account: Select the Bank Account No. the checks will be issued from. This needs to be the same Bank Account you selected when you ran the Suggest Vendor Payments Batch Job

Last Check No.: Verify the last check number that was used. This will automatically flow from the Bank Account Card.

Print Company Address: If selected, the address from the Company Setup will print on the check.

Print Check No.: If selected, the Check No. assigned by Ceres will print on each check and stub.

Print Our Acct. No.: If selected, the Account No. identified on the Vendor Card will print on the check.

Sort by Vendor Name: If selected, the checks will print alphabetically by Vendor Name as defined on the Vendor Card. This is regardless of the order the lines were created in the Payment Journal.

One Check per Vendor per Document No.: This must NOT be checked when applying agency refunds.

Reprint Checks: Choose this option if you tried to print checks, encountered a problem, and now need to reprint them.

Test Print: Place a checkmark in this field if you want to print the checks on blank paper before you print them on check stock.

Preprinted Stub: Place a checkmark in this field if you are using check stock with a preprinted stub so column information will not print.

Commit Each Check: Place a checkmark in this field if you want Ceres to do a commit to the database for each check rather than at the completion of the print job. This can avoid discrepancies between the data and check stock in case of printer error on networks where the print job is cached.

Use Invoice Line Dimensions: Place a checkmark in this field if you want Ceres to populate the lines in the Payment Journal from the Dimensions on the invoice.

10. Select Print and then choose the printer that you wish to print to. Once the checks are printed the Document No. will be replaced with the Check number.

Edit - Payment Journal - CHECKS-AP Check Journals

HOME

NAVIGATE

ACTIONS

Delete

Post

Suggest Vendor Payments...

Print Check...

Void Check...

Apply Entries...

Incoming Document

Export...

Reconcile

Calculate Posting Date

Refresh Find

Void...

Transmit...

Manage

Process

Bank

Prepare

Page

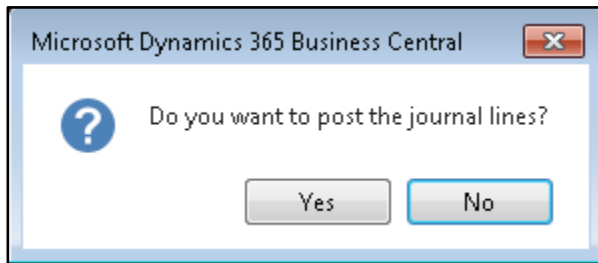
Batch Name: CHECKS

Posting Date	Document Type	Document Date	Document No.	Account Type	Account No.	Account Name	Description	Amount	Bal. Account Type	Bal. Account No.	Bank Payment Type
12/21/2020	Refund	12/21/2020	30095	Agency	80558	Hope House, Inc.		618.25	Bank Account	1000	Computer Check

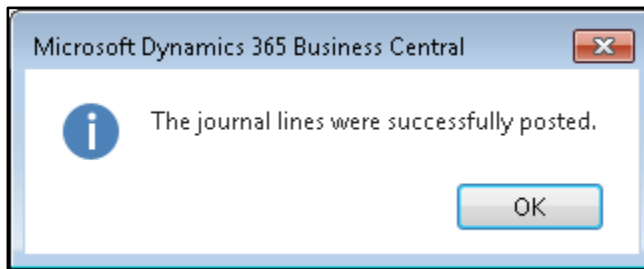
11. Review the printed checks for accuracy. Remember to verify that the printed check numbers match the Document No. in the Payment Journal. When you have printed a check, Ceres places a checkmark in the Check Printed field on the Payment Journal Lines.

Hope House, Inc.			December 21, 2020	Check No. 60095																								
Document No.	Document Date	Posting Description	Amount	Discount	Net Amount																							
CRJ-00055	10/5/2020		618.25	0.00	618.25																							
			Total		618.25																							
<p>****SIX HUNDRED EIGHTEEN AND 25/100 US DOLLARS</p>																												
<p>Hope House, Inc. Do Not Disclose , MO</p>			December 21, 2020	\$*****618.25																								
<table border="0" style="width: 100%;"> <tr> <td colspan="3" style="width: 40%;">Hope House, Inc.</td> <td style="width: 20%; text-align: center;">December 21, 2020</td> <td style="width: 40%; text-align: right;">Check No. 60095</td> </tr> <tr> <td style="width: 15%;">Document No.</td> <td style="width: 15%;">Document Date</td> <td style="width: 30%;">Posting Description</td> <td style="width: 15%; text-align: right;">Amount</td> <td style="width: 10%; text-align: right;">Discount</td> <td style="width: 15%; text-align: right;">Net Amount</td> </tr> <tr> <td>CRJ-00055</td> <td>10/5/2020</td> <td></td> <td style="text-align: right;">618.25</td> <td></td> <td style="text-align: right;">618.25</td> </tr> <tr> <td colspan="3"></td> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">618.25</td> </tr> </table>						Hope House, Inc.			December 21, 2020	Check No. 60095	Document No.	Document Date	Posting Description	Amount	Discount	Net Amount	CRJ-00055	10/5/2020		618.25		618.25				Total		618.25
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CRJ-00055	10/5/2020		618.25		618.25																							
			Total		618.25																							

12. To post the Payment Journal, select Actions → Posting → Print or Post and Print, Select Yes to confirm that you want to post the Journal Lines.



13. If no errors are encountered you will receive a confirmation that the journal has been posted.



14. As a result of posting, we now see that Agency balance is zero in our example.

A screenshot of the 'B0558 - Hope House, Inc.' form in Microsoft Dynamics 365 Business Central. The 'General' tab is selected. The form contains several fields: 'No.' (B0558), 'Parent Agency No.' (559), 'Name' (Hope House, Inc.), 'Address' (Do Not Disclose), 'City' (empty), 'State' (MO), and 'ZIP Code' (empty). To the right of these fields are labels for 'Credit L', 'UNC Ad', 'Location', 'Shipme', 'FBC Co', 'FBC Ag', 'Agency', and 'Monito'. At the bottom, the 'Balance (\$)' field is highlighted with a red circle and shows '0.00'.

15. We can access the ledger entries for the Agency to see the application of the refund to the overpayment.

Agency Ledger Entries

Type to filter (F3) Posting Date

Show results:

Where Agency No. is B0558

Add Filter

Posting Date	Document Type	Document No.	Agency No.	Parent Agency No.	Description	Department Code	Project Code	Fund No.	Original Amount	Amount	Remaining Amount	Due Date
12/21/2020	Refund	60095	B0558	559					618.25	618.25	0.00	12/21/2020
10/5/2020	Payment	CRJ-00055	B0558	559		1000		UR	-618.25	-618.25	0.00	10/5/2020
3/20/2020	Invoice	AO-01305-1	B0558	559	Order AO-01305			UR	0.00	0.00	0.00	3/20/2020
3/19/2020	Invoice	AO-01300-1	B0558	559	Order AO-01300			UR	0.00	0.00	0.00	3/19/2020

Related Topics

1. Voiding an AP Check
2. Bank Account Overview