

Refund Settlement

Refund Settlements are used to write Checks to a Buyer who has Credit on their Account. Refund checks may be written for 'Credits' resulting from the following transactions:

Buy Settle with an Over-payment

No Sale order when the buyer's check has been deposited

Note: Refund checks may not be issued for any other reason than those listed above. You may not issue a negative Adjustment to a buyer's account and then write a Refund check for the balance.

- Open the Buyer account of the vehicle you wish to execute the Refund Settlement on.
- Select the 'Refund Settlement' order from the Account Tab of the **Dealer Profile** and click to launch the form.

The screenshot displays the 'Dealer Profile' for Willie Odeneal - 614. The 'Account' tab is active, showing a list of dealers and a table of transactions. A 'Refund Settlement' form is overlaid on the screen, containing the following details:

- Seller's Account:** Name: WILLIE'S AUTOPLEX, Account: Willie Odeneal, Rep ID: 01-00000400, Address: 17100 HIGHWAY 64, City: SOMERVILLE, TN 38068, Phone: 901-466-7178 Fax, Ext.
- Apply Table:**

Apply	Date	VIN	RunNo	Make	Model	Description	Amount	P
<input type="checkbox"/>	10/21/20...					Buyer Credit	\$90,57...	C

- Tender Information:** Tender Type: [Select], Check No: [Text], Account No: Dealer Acct, Post Tender Amt: [Text], Cancel button.

The 'ORDERS' sidebar on the right contains buttons for Account Settlement, Adjustments, Charges, Edit Transaction ID, Refund Settlement (highlighted), and Reverse Settlement.

- Select the Check of the Refund
- Select the Tender you will use to make the payment. If you choose the Check option the system will auto-generate the next Check No.
- Click the Post Tender button when done to complete.

Once you have completed the 'Refund Settlement' order it will appear in the 'Orders' node in the Account Tab of the **Dealer Profile** along with the check number if a check was used.

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