Paper Check Refunds in Managely

Follow these steps to record a paper check refund in Managely

1. Go into the customers page in question and checkmark the show all invoices check box.

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2. Click on the invoice number you wish to refund (in our example this is invoice 21568).

3. Click on the payments tab below and push the unapply button to the right and this will unapply the payment from the invoice

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4. Go back into the customers page (In this example if you click on Chewy Steckel right und ether Manual Invoice 21568 it will take you there)

5. Click on the Payments tab below and push the Issue Refund check button

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6. Enter a check number, Check Date, Check Memo, select a Bank, enter the refund amount, checkmark the Issue Refund checkbox to the left of the payment and push the Add Refund Check button

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7. Your refund will be added successfully

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Note: You will be able to send a paper check refund from Managely in a future release.