



**BLACK MOUNTAIN
SOFTWARE**

UB | REFUND CHECK PROCESSING

REFUND CHECK PROCESSING allows users to print refund checks directly from **UTILITY BILLING** within their department rather than having their accounting department issue the refunds. Refund checks will automatically post to customer accounts.

Benefits

For customers with our Black Mountain **GENERAL LEDGER** software, there is no duplication of entering information from UB into General Ledger. You simply click the Process button, the system already has the amounts, the customer's name, address, etc. It continues to print the checks automatically and record the refund with check numbers into the system.

It also allows our customers to do their refunds all at once instead of one at a time.

By having the system populate the information for the Refund Check, it will reduce the possibility of errors due to data entry.

REPORTS

REPORTS FOR REFUNDS:

- Refunds Only
- Refunds Only with Customer Address

ADDITIONAL REPORTS INCLUDE:

- Check Register
- Redeemed Checks
- Outstanding Checks
- Checks Not Printed

