Enter a purchase with a negative amount, just make sure the acc # is the same as what you used for the initial purchase

Account No.	Amount
5-1001	-$200.00

Then it will show up under this heading 'Returns & Debits'

All Purchases	Quotes	Orders	Open Bills	Returns & Debits	Closed Bills

Search: Enter text to search... ✖

Date	△	PO No. △	Supplier In...	Supplier

No purchases c

Receive Refund   > Apply to Purchase

The in the bottom left corner is 'Receive Refund', click this and you can receive the payment this way