


Apply a Refund

It's easy to add a refund to one of your customers' orders, for any amount up to the total amount already paid.

1. Find and open the order to which you are applying a refund.

2. Check the payment method and dollar amount of the payment being refunded.

Order Totals 	
Sub Total	\$239.25
Tax (6.35%)	\$15.19
Order Total	\$254.44
Payment Summary	
Payment: Cost Center 123 1/31/2018	-\$254.44
Balance Due	\$0.00

3. Click **Add Refund**.



4. Verify that the payment method selected matches the method of the original payment.

5. Enter the refund amount as a positive value.

6. Click **Add Refund**.

Apply Refund

Order# 104

3 → *Refund Method: Online Wallet

4 → *Online Wallet: Select Wallet Entry
COST CENTER
Cost Center | 123

* Refund Amount \$

5 → Add Refund

7. Verify that the confirmation message is displayed.

A refund of \$39.9 has been added.

Congratulations, you have successfully applied a refund to the order!

