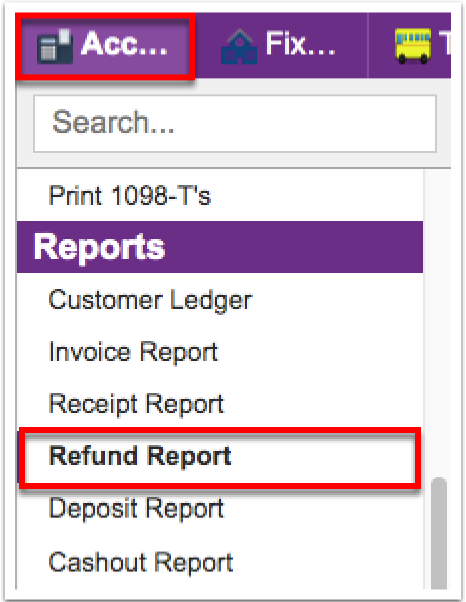
Refund Report

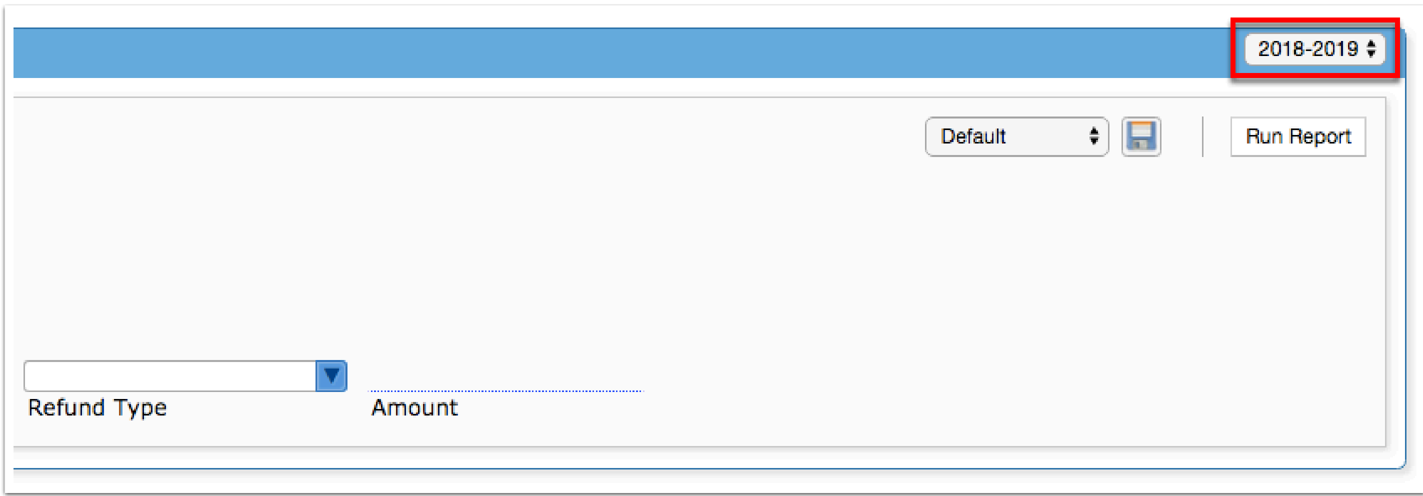
The Refund Report includes all refund types including reinvoiced and non-reinvoiced refunds; the report allows users to review data when reconciling Point of Sale (POS) refunds.

The Refund Report

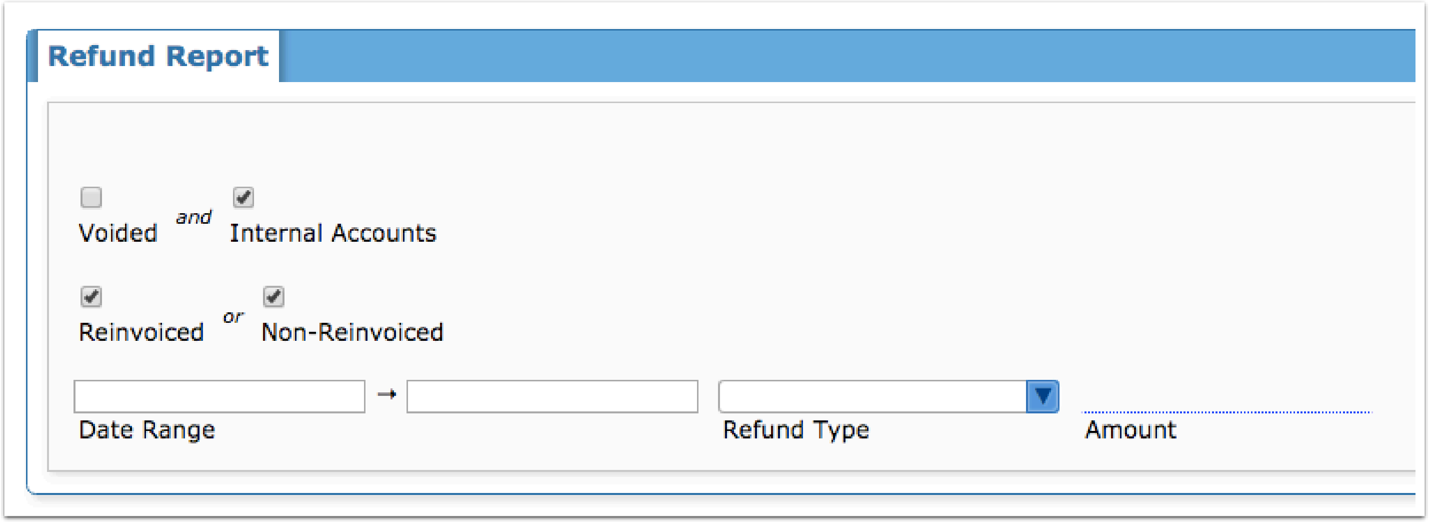
1. From the **Accounts Receivables** menu, click **Refund Report**.



2. Before running the report, be sure the correct fiscal year is selected from the pull-down. The year defaults to the current year.



3. To generate the refund report, start by setting the report criteria.



4. Select the **Voided** check box to pull refunds that have been voided.

5. Select the **Internal Accounts** check box to pull refunds that pertain to internal accounts only.

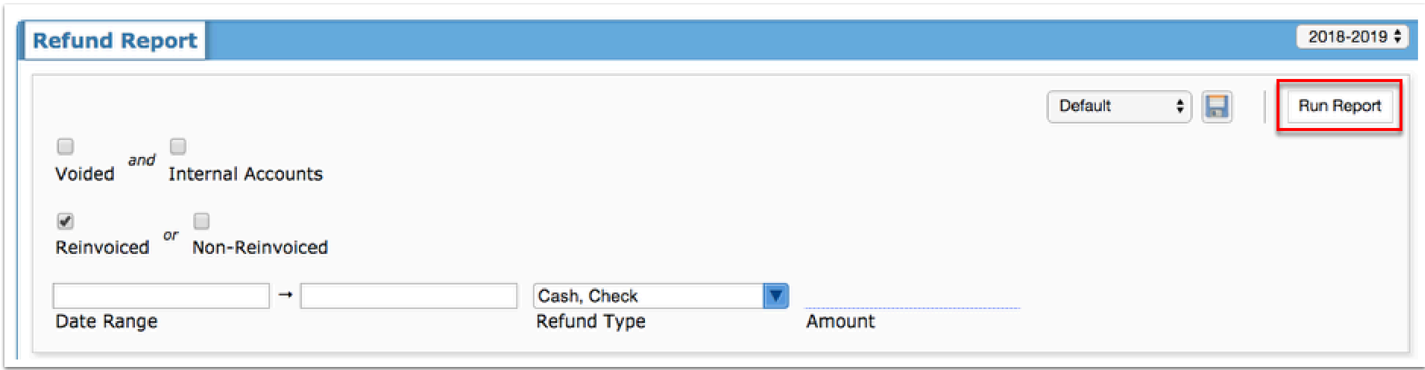
6. Select the **Reinvoiced** check box or the **Non-Reinvoiced** check box to pull refunds that have or have not been reinvoiced to the customer.

7. To pull refunds performed over a specific time frame, enter a start and an end date in the **Date Range** text boxes.

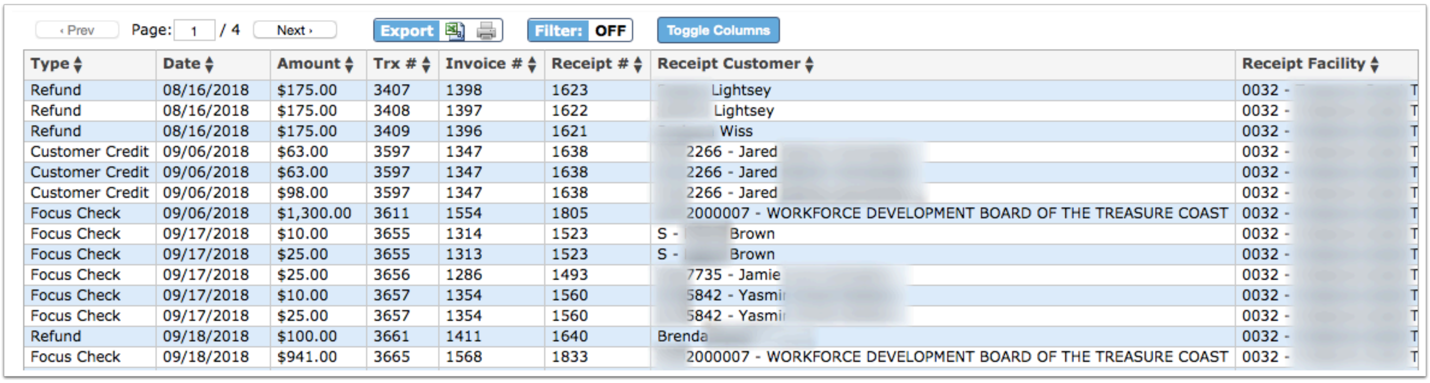
8. To limit the report to specific types of refunds, select the type from the **Refund Type** pull-down.

9. To pull refunds performed for a specific **Amount** of money, enter the amount in the provided text box.

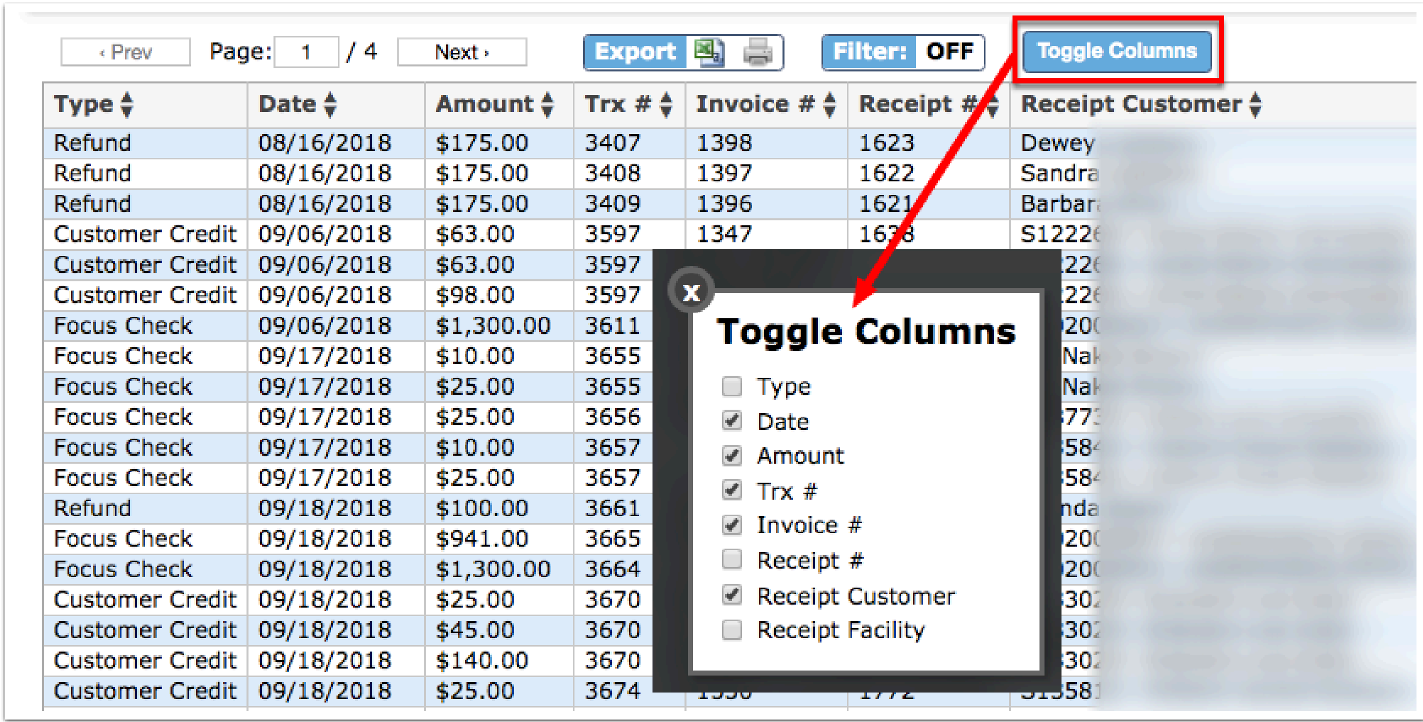
10. Once all report criteria has been set, click the **Run Report** button.



Once generated, the refund report displays the following columns: Type, Date, Amount, Trx # (Transaction Number), Invoice #, Receipt #, and Receipt Customer.

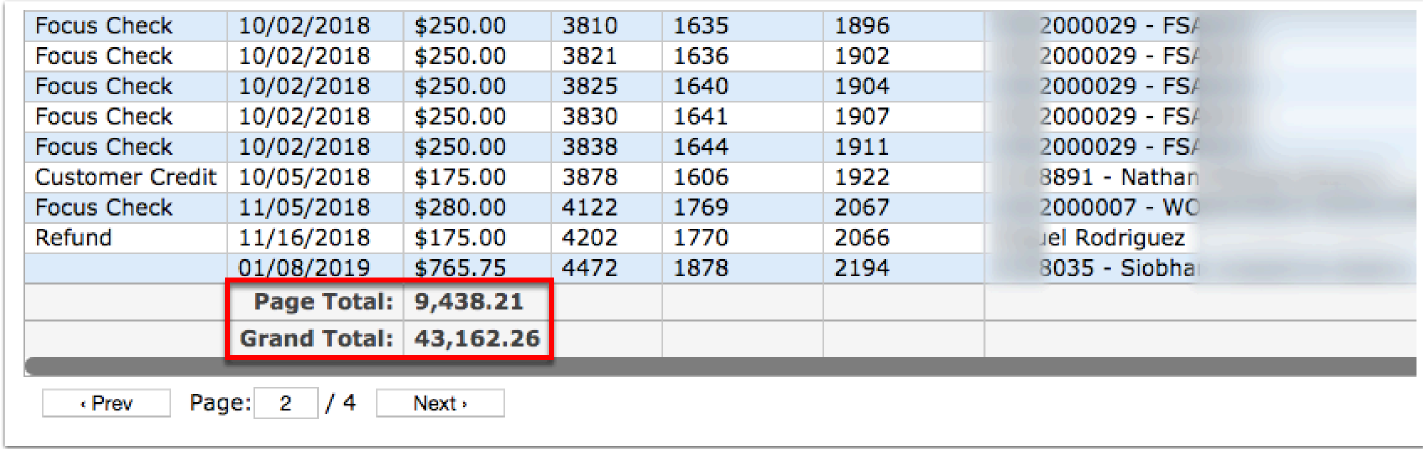


The columns displayed are included in the report; however, if you find specific columns unnecessary, you can remove columns by clicking **Toggle Columns**. To hide a column from the report, clear the selected check box. To include the column, select the check box.



> ⚠ If a column has been hidden from the report, upon navigating away from the screen, the column will remain hidden until the check box is selected via **Toggle Columns**.

The Page Totals and Grand Totals are listed at the bottom of the report.



Focus Check	10/02/2018	$250.00	3810	1635	1896	2000029 - FS
Focus Check	10/02/2018	$250.00	3821	1636	1902	2000029 - FS
Focus Check	10/02/2018	$250.00	3825	1640	1904	2000029 - FS
Focus Check	10/02/2018	$250.00	3830	1641	1907	2000029 - FS
Focus Check	10/02/2018	$250.00	3838	1644	1911	2000029 - FS
Customer Credit	10/05/2018	$175.00	3878	1606	1922	8891 - Nathan
Focus Check	11/05/2018	$280.00	4122	1769	2067	2000007 - WO
Refund	11/16/2018	$175.00	4202	1770	2066	el Rodriguez
	01/08/2019	$765.75	4472	1878	2194	8035 - Siobha
	Page Total:	9,438.21				
	Grand Total:	43,162.26				

‹ Prev Page: 2 / 4 Next ›

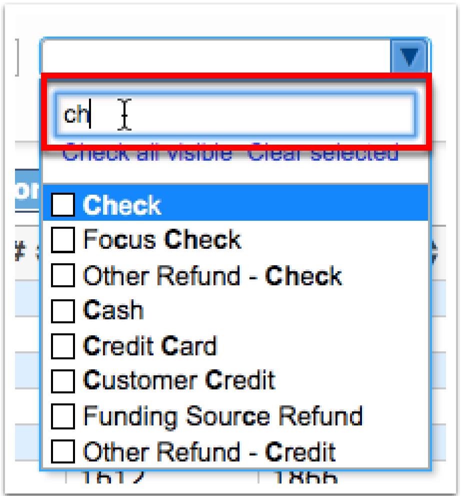
The **Page Total** displays the total for the Amount column. In this case, there are multiple pages; therefore, the page total displays the total for Page 2.

The **Grand Total** displays the total for the entire report for Amount column. This amount will be the same regardless of the page selected, as it is the grand total.

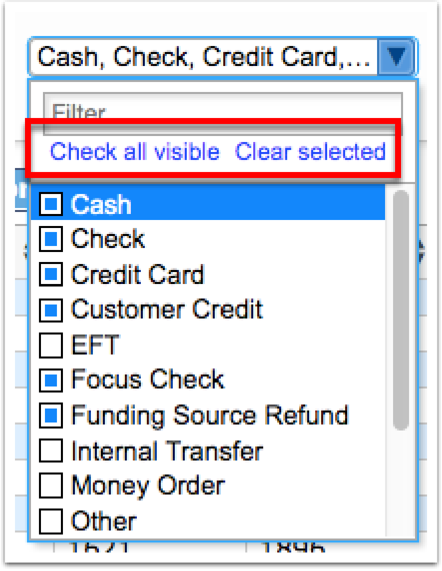
Note: These totals change based on any applied filters to the data. For more information on using **Filters**, see Additional Features.

Additional Features

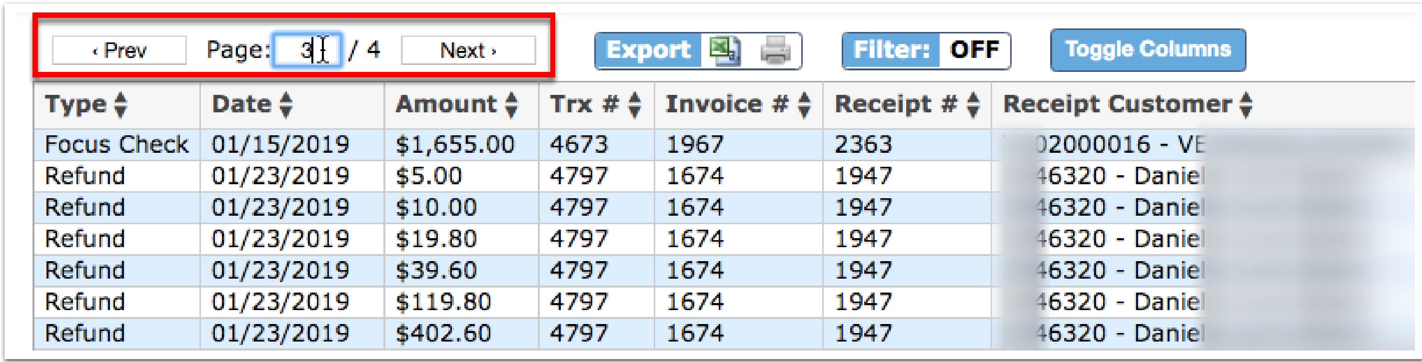
Use the **Filter** text box located in select pull-down to quickly find a selection. Begin typing the name or number of the data in question to pull it to the beginning of the list.



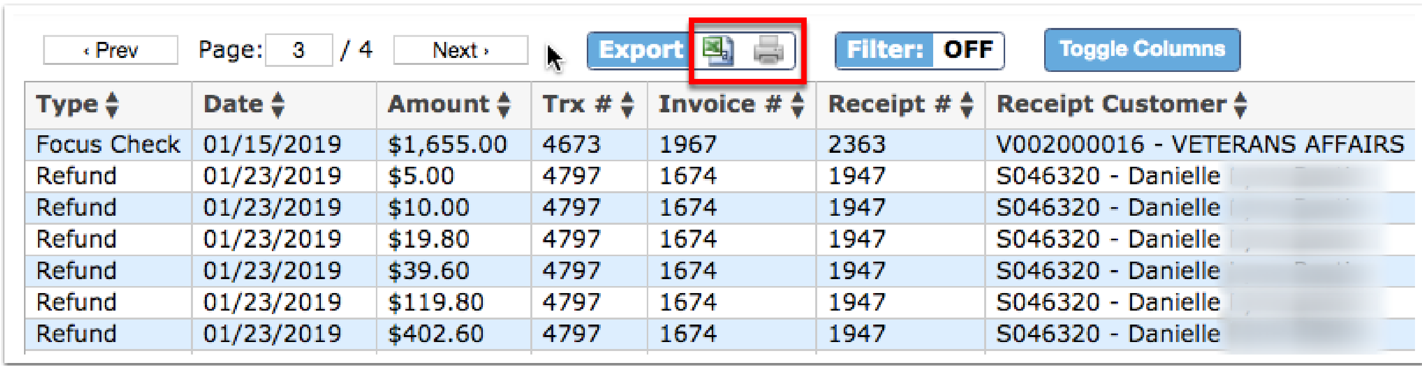
Click the **Check all visible** link to select all options in the pull-down. Click **Clear selected** to remove any selections made in the pull-down.



If there are multiple pages of data, click the **Prev** and **Next** buttons to sift through pages. You can also enter a number in the **Page** text box to jump to a page.



Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.



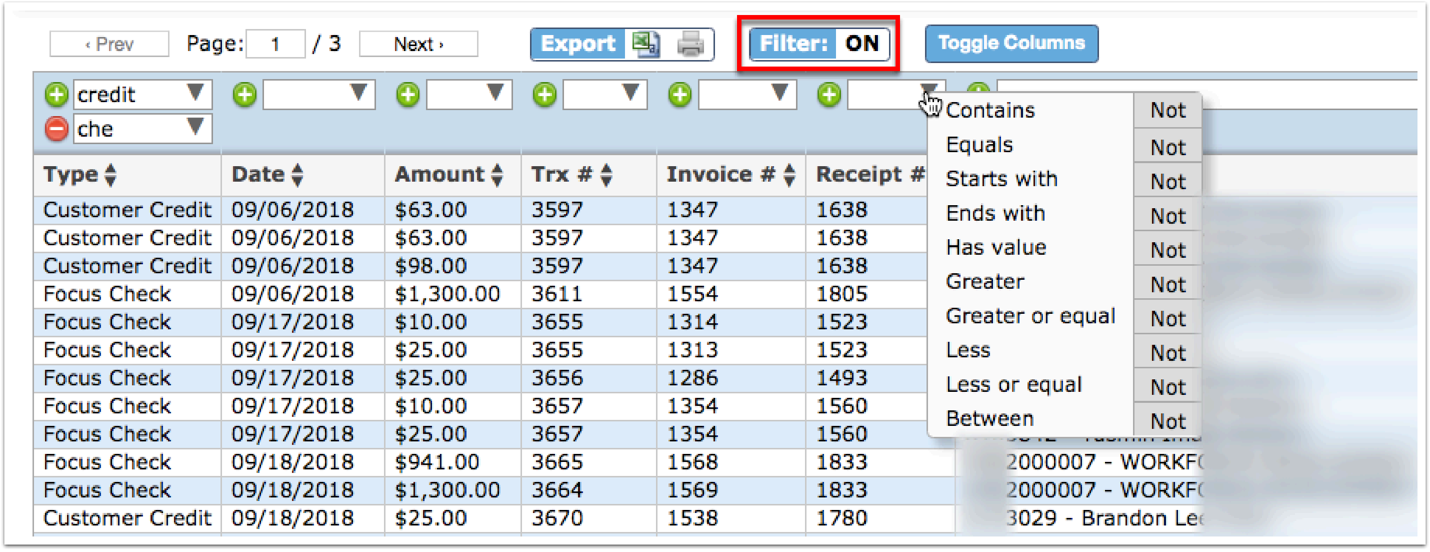
Click the **Printer** icon to print the table of data.

Click the **Filters** button to filter data and apply filter rules.

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

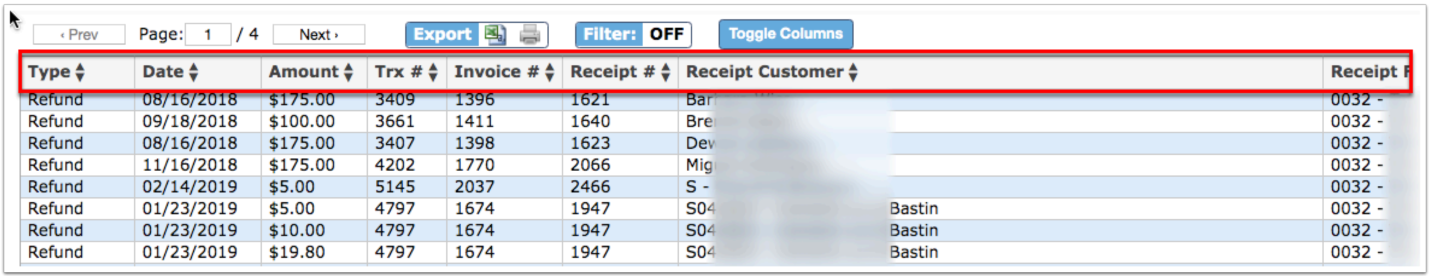
c. Select the **gray arrow** for additional filtering rules.



Type	Date	Amount	Trx #	Invoice #	Receipt #
Customer Credit	09/06/2018	$63.00	3597	1347	1638
Customer Credit	09/06/2018	$63.00	3597	1347	1638
Customer Credit	09/06/2018	$98.00	3597	1347	1638
Focus Check	09/06/2018	$1,300.00	3611	1554	1805
Focus Check	09/17/2018	$10.00	3655	1314	1523
Focus Check	09/17/2018	$25.00	3655	1313	1523
Focus Check	09/17/2018	$25.00	3656	1286	1493
Focus Check	09/17/2018	$10.00	3657	1354	1560
Focus Check	09/17/2018	$25.00	3657	1354	1560
Focus Check	09/18/2018	$941.00	3665	1568	1833
Focus Check	09/18/2018	$1,300.00	3664	1569	1833
Customer Credit	09/18/2018	$25.00	3670	1538	1780

For more information on how to use the Filters feature, see the Filters document.

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.



Type	Date	Amount	Trx #	Invoice #	Receipt #	Receipt Customer	Receipt F
Refund	08/16/2018	$175.00	3409	1396	1621	Bar	0032 -
Refund	09/18/2018	$100.00	3661	1411	1640	Bre	0032 -
Refund	08/16/2018	$175.00	3407	1398	1623	Dev	0032 -
Refund	11/16/2018	$175.00	4202	1770	2066	Mig	0032 -
Refund	02/14/2019	$5.00	5145	2037	2466	S -	0032 -
Refund	01/23/2019	$5.00	4797	1674	1947	S04 Bastin	0032 -
Refund	01/23/2019	$10.00	4797	1674	1947	S04 Bastin	0032 -
Refund	01/23/2019	$19.80	4797	1674	1947	S04 Bastin	0032 -