

Credit Card Refunds

Refunds are applied in the exact same manner as a payment, the only difference is the amount field is entered as a negative i.e. -\$125.

To post a refund to a credit card select the desired card from the type drop down in the add payment section.

Then enter the desired refund as a negative amount and apply payment.

For example, to refund \$100 you would enter it as -100.00 as shown to the right then click apply payment.

Credit Card Refunds will appear on the [Batch Settlement Report](#) as a credit.

See MyCard Video Tutorials

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MyCard

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