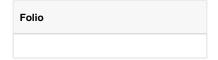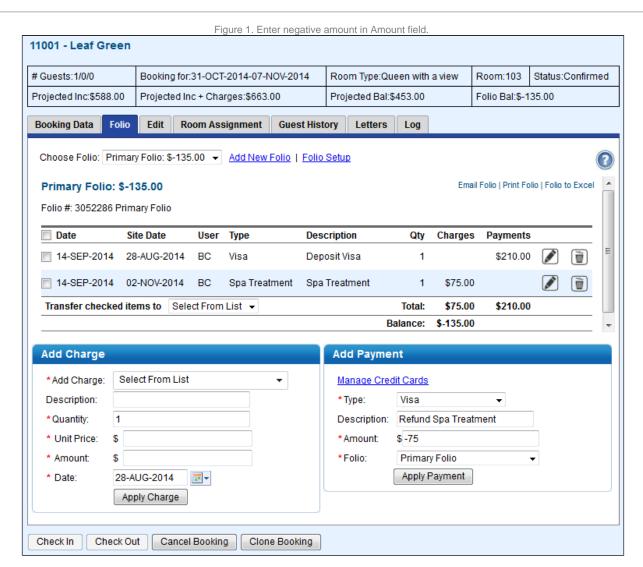# Giving A Refund

Refunds are applied in the exact same manner as a payment except that the $ amount is entered as a negative value.
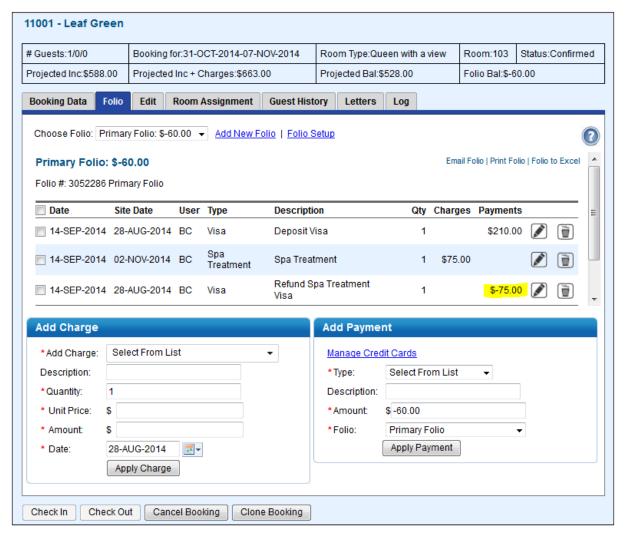
To give a refund, follow these steps:

- **Choose Payment Type**: Choose the payment type of the refund. Note that credit card refunds will be automatically processed if you are setup with MyCard and automatic credit card settlement. Payment Types are set up in **SETUP|PARAMETERS|RECEIPT TYPES**. See R eceipt Types
- **Description:** The description entered for the Receipt Type will automatically fill in here. It can be edited or you can enter a new description.
- **Amount:** The amount due in the Folio Balance will automatically appear here. Enter the amount to refund with a negative $ amount. See example below with -$75.00. See Figure 1. Enter negative amount in Amount field.
- **Folio**: Choose the Folio which you would like to apply payment.
- Click **Apply Payment** and the transaction will appear in the Folio and be calculated in the Booking Header income and folio fields.See Figure 2. Enter negative amount in Amount field.

Folio

Figure 1. Enter negative amount in Amount field.

Click to enlarge image

Figure 2.Amount will appear on the Folio under Payments

11001 - Leaf Green

# Guests:1/0/0	Booking for:31-OCT-2014-07-NOV-2014	Room Type:Queen with a view	Room:103	Status:Confirmed
Projected Inc:$588.00	Projected Inc + Charges:$663.00	Projected Bal:$528.00	Folio Bal:$-60.00	

Booking Data | **Folio** | **Edit** | **Room Assignment** | **Guest History** | **Letters** | **Log**

Choose Folio: Primary Folio: $-60.00 ▾ Add New Folio | Folio Setup

Primary Folio: $-60.00

Email Folio | Print Folio | Folio to Excel

Folio #: 3052286 Primary Folio

☐ Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐ 14-SEP-2014	28-AUG-2014	BC	Visa	Deposit Visa	1		$210.00	🖊	🗑
☐ 14-SEP-2014	02-NOV-2014	BC	Spa Treatment	Spa Treatment	1	$75.00		🖊	🗑
☐ 14-SEP-2014	28-AUG-2014	BC	Visa	Refund Spa Treatment Visa	1		$-75.00	🖊	🗑

Add Charge

* Add Charge: Select From List ▾
Description: _____
* Quantity: 1
* Unit Price: $ _____
* Amount: $ _____
* Date: 28-AUG-2014 📅▾

Apply Charge

Add Payment

Manage Credit Cards
* Type: Select From List ▾
Description: _____
* Amount: $ -60.00
* Folio: Primary Folio ▾

Apply Payment

Check In | Check Out | Cancel Booking | Clone Booking

Click to enlarge image