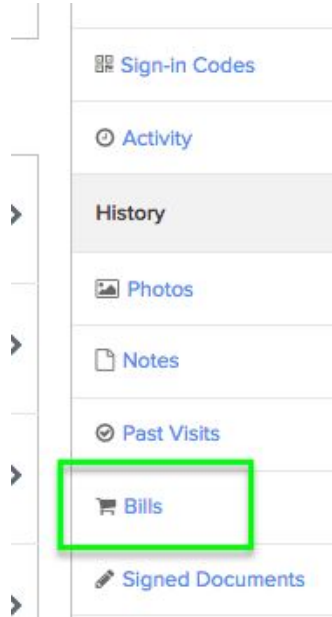
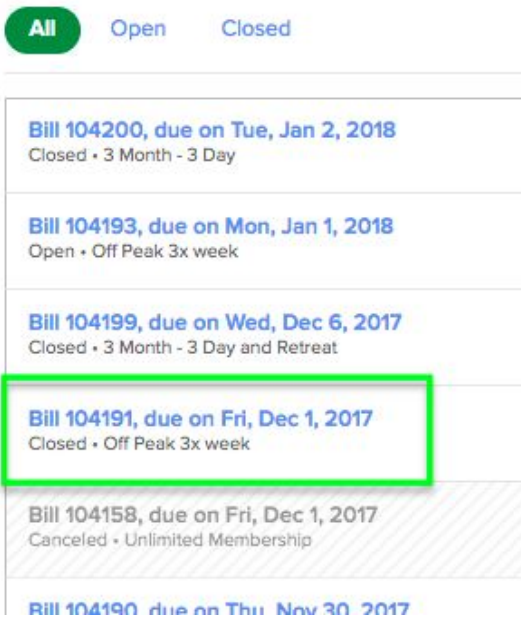


Refunding a Payment

Go to the client's profile and select Bills on the right hand side:



Select the bill you need to apply a refund to:



Select Refund Payment:

Payments

Visa 1111, 10/24, Renee Woodworth
Paid on Dec 1, 2017 • Transaction ID 3888698621 • Automatically processed

[Refund Payment](#) 

You can refund the full amount or give a partial refund by editing the amount. You can also choose how you want to refund the payment:

Refund amount

\$ 

Refund to

Visa 1111, 10/24

Refund as account credit

Refund offline as cash

When refunding payments on plans or passes, you will have the option to cancel the plan or pass. **Only** mark this if you want the plan to be canceled:

Want to cancel any plans or passes associated with this refund?

Check the item(s) that you want to cancel

Off Peak 3x week
Pays for plan Dec 1 through Dec 31, 2017


You can email your client a receipt if you wish, then select Process Refund:

Email a receipt?

No

Yes

Email address

 1momma+1@gmail.com

✓ Process Refund

✗ Cancel

