Refund Example - Family Paid Fees and is Eligible for a Partial Refund, Fee will No Longer be Owed

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- Family had a recital fee and a costume fee that were paid with one check.

- They have a 0.00 current balance.

- The family is not able to participate in the recital. Only the costume fee will be refunded using the organization's Check #152. The recital fees are non-refundable.

- The family balance will not change.

1. Click the **R** on the payment line.

2. If needed, change the **Post Date.**

3. Select **Check** from the *Refund Method* drop-down and record the **Refund Check #**.

4. Add a **Note** for reference.

5. Check the **Costume Fee** and leave the amount at 65.00. Leave the recital fee unchecked.

6. Click **Next**.

7. Because the family no longer owes the $65.00 costume fee, click **Not Due** in the *Are Fees Still Due?* window.

8. Click **Submit Refund.**

Refund Transaction

ⓘ Original Amount : 100.00
Date : 12/05/2016   Method : Check

Post Date: * `12/14/2016` 📅
Refund Method: * `Check ▾`   Refund Check #: `152`
Note: `Can't participate-cancelled order refund okay'd for costume fe`

The fees below are linked to this payment. **Select which fee(s) to refund.** To partially refund fees, edit the refund amount.

`Check All Rows` `Uncheck All Rows`

	Date	Type	Cat1	Sub Type	Class/Event	Student	Refund Amt	Fee Amt	Amt Pd	Prior Refund	UserID
☑	12/5/2016	Costume Fee	Dance		Int Jazz - Mon - 8pm	Dianne Ager	65.00	65.00	65.00	0.00	HCenter
☐	12/5/2016	Recital Fees	Special Event			Dianne Ager	0.00	35.00	35.00	0.00	HCenter

Refund Total: 65.00

`Next` `Cancel`

Are Fees Still Due?

Which fee(s) are still due?   Current Balance: 0.00

		Date	Type	Cat1	Status	Fee Amt	Refund Amt
○ Due	○ Not Due	12/5/2016	Recital Fees	Special Event	Fee was not chosen to refund	35.00	0.00
○ Due	◉ Not Due	12/5/2016	Costume Fee	Dance		65.00	65.00

Balance Increase: 0.00

New Balance: 0.00

> Because this fee was not selected to be refunded, the buttons are inactive and can't be clicked.

`Back` `Submit Refund` `Cancel`

On the Family's Transactions tab ...

- A *Refund - Costume Fee* transaction has been added for $65.00 and is linked to the original payment and the original fee.

- A *Refund - Adjustment* has been added so that the family's balance is correct. It is linked to the refund transaction.

- The family balance does not change.

- The **R** icon is still visible for the payment because it has only been partially refunded. It is possible to go back to the payment and refund the other fee at a later date if needed.

			Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class
✎	🗑	🔗		12/14/2016	Refund - Costume Fee		65.00	0.00	0.00	Can't participate- cancelled order refund okay'd for costume fee	Check 152		12/14/2016	Dance	Fall 2016	Dianne Ager	Int J Mon
✎	🗑	🔗		12/14/2016	Refund Adjustment		-65.00	0.00	-65.00	Can't participate- cancelled order refund okay'd for costume fee	Check 152		12/14/2016				
✎	🗑	🔗	R	12/5/2016	Payment		-100.00	0.00	0.00		Check 158		12/5/2016				
✎	🗑	🔗		12/5/2016	Costume Fee		65.00	0.00	100.00		Check 158		12/5/2016	Dance	Fall 2016	Dianne Ager	Int J Mon
✎	🗑	🔗		12/5/2016	Recital Fees		35.00	0.00	35.00		Check 158		12/5/2016	Special Event		Dianne Ager	

Fee still shows as having been paid.