

## Partial Refund/Full refunds

- Create a Payment from payments and applications screen and click on **[Capture]** action.
- Create **[Customer Refund]** in Payment and Applications screen by selecting the same Customer.
- Enter the amount less than the invoice amount in **[Payment and Applications]** screen and perform **[Refund CC Payment]** action.

Payments and Applications  
Payment 004182 - Alta Ace

NOTES ACTIVITY The operation has completed.

Payment Type: Payment Customer: AACUSTOMER - Alta Ace Payment Amount: 110.00

Reference Nbr.: 004182 Location: MAIN - Primary Location Applied to Doc: 0.00

Status: Closed Payment Method: BRAINTREE - BRAINTREE Applied to Ord: 0.00

Application Date: 3/5/2023 Card/Account: Visa \*\*\*\* \* 1119 Available Bal: 0.00

Application Period: 03-2023 Write-Off Amount: 0.00

Payment Ref: 7vz63zdr Processing Status: Captured Finance Charge: 0.00

Cash Account: 10100 - Petty Cash Deducted Charge: 0.00

Currency: USD 1.00 VIEW BASE

Description:

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS FINANCIAL APPROVALS CARD PROCESSING CHARGES

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Expire On (Est.)	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reason
525	BRAINTREE	Capture Authorized	Approved	110.0000		524	7vz63zdr	Y45LMW	SUBMITTED_FOR_SETTLE
524	BRAINTREE	Authorize Only	Approved	110.0000			7vz63zdr	Y45LMW	AUTHORIZED

Capture action in Payments and Applications Screen

Payments and Applications  
Refund 004181 - Alta Ace

NOTES ACTIVITY The operation has completed.

Type: Refund Customer: AACUSTOMER - Alta Ace Payment Amo... 219.40  
 Reference Nbr.: 004181 Location: MAIN - Primary Location Applied to Doc... 0.00  
 Status: Closed Payment Meth... BRAINTREE - BRAINTREE Applied to Ord... 0.00  
 Application Date: 3/5/2023 Orig. Transact... ph8ye8m6 Available Bala... 0.00  
 Application Pe... 03-2023 Card/Account ... Other:\*\*\*\*-\*\*\*\*-7766 Write-Off Amo... 0.00  
 Payment Ref.: 2dspevyq Processing St... Refunded Finance Charg... 0.00  
 Cash Account: 10100 - Petty Cash Deducted Cha... 0.00  
 Currency: USD 1.00 VIEW BASE  
 Description:

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS FINANCIAL APPROVALS CARD PROCESSING CHARGES

Tran. Nbr.	* Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Expire On (Est.)	Referen- Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reaso
523	BRAINTREE	Refund	Approved	219.4000		269	2dspevyq	B7FR2W	SUBMITTED_FOR_SETTLE

### Card Processing Tab under Payments and Applications Screen

- Perform **[Refund CC Payment]** action at Payment and Applications screen.
- After performing partial/Full refund, transaction id will be visible at "Credit card processing Info" tab and click "Proc. Center Auth. Nbr." Column.
- Partial/Full refund record will be visible in Braintree with newly generated transaction id.

**Note:** On entering the amount less than the invoiced amount at Payments and Applications screen and on performing refund action will become a Partial/Full refund. On entering total invoiced amount at Payments and Applications screen and on performing refund action will become a full refund.