


How to Refund a Resident Balance

Description

After a Resident has been moved out and a final bill has been created, use this function to close out any unapplied credits.

The system will:

-  Create a Resident invoice record and apply it to any open Resident transaction balances

Step by Step

Best Practice: If there are unapplied Resident invoices, these should be applied before a refund is created.

- 1** Navigate to the Resident's profile
- 2** Click on **Invoice Application**
- 3** Specify an **Invoice to Apply**
- 4** Specify the **Resident Transaction to Apply**
- 5** Enter an **Amount to Apply**. If left blank, the maximum will be applied.
- 6** Specify a **Date to Apply**. If left blank, the current date will be used.
- 7** Do not check of the **Check to Confirm Application** checkbox
- 8** Review your data and check off the **Process Refund** checkbox
- 9** Click **Save**

<input type="button" value="Save"/> <input type="button" value="QuickSave"/> <input type="button" value="Cancel"/>			
▼ Resident Information			
First Name	Nicolas	Last Name	Marzano
Community	iaRetirement - Oshawa	Suite	202
▼ Specify Application Details			
Specify Invoice to Apply	<input type="text" value="a1kA0000000hC6P"/>	<input type="button" value="Search"/>	
Specify the Resident Transaction to Apply	<input type="text" value="5532"/>	<input type="button" value="Search"/>	
Enter Amount to Apply If left blank the maximum will be applied	<input type="text" value="500.00"/>		
Specify Date to Apply. If left blank the current date is used	<input type="text" value="7/23/2013"/>	[7/23/2013]	
CHECK TO CONFIRM APPLICATION!	<input type="checkbox"/>		
Process Refund	<input checked="" type="checkbox"/>		
<input type="button" value="Save"/> <input type="button" value="QuickSave"/> <input type="button" value="Cancel"/>			