



Refunds

1

- (1) Retrieve the RESERVATION
- (2) Click CHANGES [ctrl + 5]

2

- (1) In the PAYMENTS window, highlight amount
- (2) Click REFUND PAYMENT

3

- If CASH, click SAVE [ctrl + s]

4

- (1) If CREDIT CARD, click AUTHORIZE [ctrl + a]
- (2) Enter credit card information
- (3) Click AUTHORIZE [ctrl + a]

5

- Proceed to next function