

Viewing Refunds

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Quick Steps: Go to Subscriptions > Transactions > Refund Listing

1. Within the Management Console, select **Subscriptions** from the top menu, then **Transactions** from the left menu.

2. Select **Refund Listing** from the expanded left menu.

This area will give you a listing of all the refunds that have been processed within your displayed date range.

Refund transaction detail can be viewed, exported and reprinted, as well as the ability to send duplicate refund receipts can be actioned from this view.
