Refunding a Booking Deposit

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Individual Booking

1. From the retail point of sale, select ‘Bookings’.

2. Find the individual booking you want to refund the deposit for.

3. In the ‘deposit’ field enter the amount. If returning the whole deposit, this will be 0.00.
4. At the retail point of sale, process the refund. Subtotal, payments and the payment method it was refunded by.

Group Booking

1. From the retail point of sale, select ‘Bookings’.
2. Find the group booking you wish to refund the deposit for.

3. Select in the deposit field, the field will now turn yellow. If refunding the whole deposit, type 0.00. (If refunding part of the deposit enter the amount of deposit paid after the refund).
4. When selecting exit, you will see the refund at the point of sale.

5. Select, payments, subtotal and enter the amount and method of payment. You have now refunded the deposit.