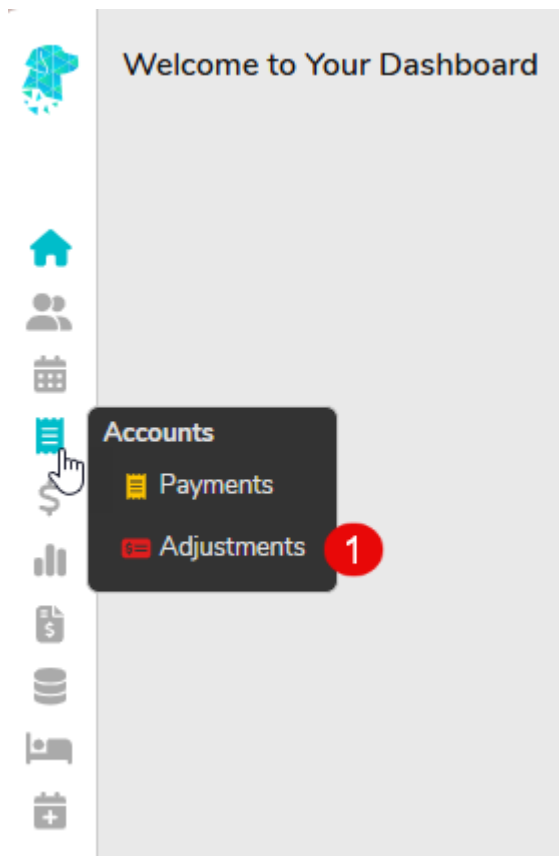


Refund Journal via the Adjustments Screen (Hospital)

If a patient or health fund is required to be refunded the system will reflect this transaction by following these steps.

1. Go to **Accounts** in the main menu & select **Adjustments**



2. For multi-location systems, use the drop down to select the relevant **Location**
3. Enter the required **Transaction Date** if it differs from the current date
4. Use the **Type** dropdown to select **Refund**
5. Once Refund is selected for the Type, the **Payment Type** field will be displayed so the method of the transaction can be documented
6. Type the required information in the **Drawer** field
7. Use the **Reference No.**, **Bank** & **Branch** fields, if the facility work instructions require, to document additional information regarding a bank cheque etc
8. Click "**Click to Search for an individual Account**" and the search box will be displayed to find the required patient
9. Once a patient is selected, the invoices with an outstanding amount will be displayed
10. Use the **Show All Invoices** option to display invoices that don't currently have an outstanding balance
11. Once you have moved from the Allocated field the system will show you the **Possible Balance** of the invoice, following the adjustment
- 12 +13. Once all details have been confirmed and are correct, click **Save**

ACCOUNTS > ADJUSTMENTS

213 - Benson, BOON

Adjustment Details

Location

Shaes Private Hospital

2

Transaction Date

26/10/2026

3

Type

Refund

4

Payment Type

Direct Deposit

5

Drawer

6

Reference No.

7

Bank

7

Branch

7

Click to Search for an Individual Account

8

Show All Invoices

10

MRN	Surname	First Name	Adm Date	Inv#	Fund	Balance	Allocated	Possible Balance
213	BOON	Benson	06/07/2026	855	ALH	321.00	0.00	321.00
Total Allocated : 0.00								

13

Save

Cancel