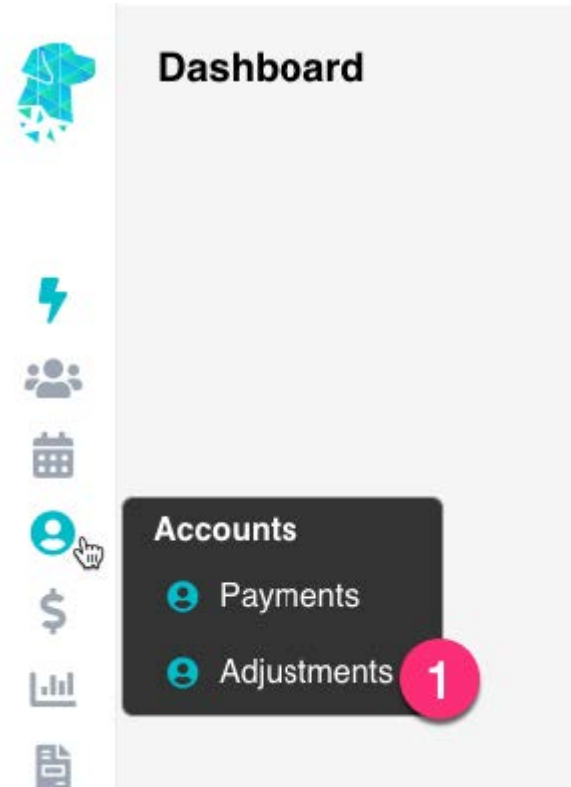# Refund Journal via the Adjustments Screen (Hospital)

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. Type the amount to be refunded in the **Allocated** column
12. Once you have moved from the Allocated field the system will show you the **Possible Balance** of the invoice, following the adjustment
13. Once all details have been confirmed & are correct click **Save**

212 - Torr, Brady

Adjustment Details

Location	ACSS Bondi Hospital	②
Transaction Date	15/08/2022	③
Type	REFUND	④
Payment Type	Direct Deposit	⑤
Drawer		⑥
Reference No.		
Bank		⑦
Branch		

Click to Search for an Individual Account
⑧

Show All Invoices ⑩

MRN	Surname ⇅	First Name ⇅	Adm Date ⇅	Inv#	Fund	Balance	Allocated	Possible Balance
212	Brady	Tom	02/05/2022 ⑨	516	AHM	1,890.00	⑪ 0.00	1,890.00 ⑫
							Total Allocated : 0.00	

Save ⑬ Cancel