Refund Register Report Screen

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On the toolbar under **More** select **Refund Register Report**. By default the pending refunds to be completed will be displayed. However this view can be changed under **Advanced Search**. Fields may be edited under **More** > **Change Display Settings.**

This report will be used to view, export and complete refunds with screens allowing detailed information to be included such as payment method and transaction IDs (check and check #)

Fields

- **Transaction ID:** The identification number assigned to the transaction.
- **Sys. ID:** The system identification number.
- **Refundee:** The responsible party that will be refunded.
- **Transaction Date:** The date of the transaction.
- **Status:** Status of the refund or transfer: N/A, Pending, Completed, Cancelled
- **Type:** The type of refund or transfer: N/A, Payer, Responsible Party
- **Amount:** The dollar amount to search
- **Transaction #:** The number assigned to the transaction which is typically the check number for the refund issued.
- **Payment Method:** The payment method that will be associated with the transaction. Typically a check.
- **Payment Type:** The payment type that will be associated with the transaction.
- **User:** The user who performed the transaction.
- **Patient Chart:** The unique number assigned to a patient account
- **Patient Name:** Full name of patient
- **Resp. Party ID:** The system identification number assigned to the Responsible Party
- **Resp. Party First:** First name of the responsible party
- **Resp. Party Last:** Last name of the responsible party
- **Resp. Party Address 1:** Address (Line 1) of the responsible party
- **Resp. Party Address 2:** Address (Line 2) of the responsible party
- **Resp. Party City:** Address City of the responsible party
- **Resp. Party State:** Address State of the responsible party

- **Resp. Party Zip Code:** Address Zip Code of the responsible party
- **Resp. Party Home Phone:** Home Phone # of the responsible party
- **Resp. Party Work Phone:** Work Phone # of the responsible party
- **Resp. Party Other Phone:** Other (cell, etc.) Phone # of the responsible party
- **Resp. Party Email:** Email address of the responsible party
- **Payer ID:** The system identification number assigned to the payer
- **Payer Name:** Name of the payer

Advanced Search Fields

Commonly Used

- **Transaction ID:** The identification number assigned to the transaction.
- **Sys. ID:** The system identification number.
- **Refundee:** The responsible party that will be refunded.
- **Transaction Date:** The date of the transaction.
- **Status:** Status of the refund or transfer: N/A, Pending, Completed, Cancelled
- **Type:** The type of refund or transfer: N/A, Payer, Responsible Party

Register

- **Amount:** The dollar amount to search
- **Transaction #:** The number assigned to the transaction which is typically the check number for the refund issued.
- **Payment Method:** The payment method that will be associated with the transaction. Typically a check.
- **Payment Type:** The payment type that will be associated with the transaction.
- **User:** The user who performed the transaction.

Patient

- **Chart:** The unique number assigned to a patient account
- **First:** First name of the patient
- **Last:** Last name of the patient

Responsible Party

- **ID:** The system identification number assigned to the Responsible Party
- **First:** First name of the responsible party
- **Last:** Last name of the responsible party

Payer

- **ID:** The system identification number assigned to the payer
- **Name:** Name of the payer
- **Payer List:** Dropdown listing all payers in the system