Transactions | Transaction Manager | Refund Transaction

Initiated By: Administrator / User

Used To: To refund a Transaction



Settled – The funds are deducted from the card-holder account and Settled to the Merchant Account

Refund – This happens ONLY after a transaction is Settled

On the Landing Page click on the Transaction icon to access your Transaction Report



1. On this page you will be able to see your Organization's **Transactions** in more detail in a report format.





3. You can use a Reference of your choice to search for the transaction



4. This will show you the transaction you want to Refund

Transaction Manager									
2002-06-05	D 2019-02-08			mana mygale.or	za (ABSA Enterp	rise) - ami	- 🕤	G KD	ESH TABLE
Rend Search Reads:						The	maction Count:	Authorized Amount: R0.02	Settled Amount R
						ROWNT, REF	- 1	arit PEPUNEs(Play	X Clear Search
Date	Application Name	Payment Type	Cardholder/Customer	Marchaet Taference	Current Batue	Authorised Amount	Settind Arresant	Actions	Error Misson
Gan Mare (22.2027) 10:29:29	www.mypete.co.za (ABSA-Driterprise) - erei	Ged	attint	077923649120	Setted	P0.03	80.02		

5. By clicking on the **Refund** button

R0.02	View	Settle	Refund	
			0	

 You can enter the Reason for the Refund as well as the Amount of the Refund

Refund Reason	Refund amount	
	CLOSE	PROCEED

 By clicking on Proceed, the refund will be done and you will be taken back to the Reports page

Lient Portal									
Transaction Ma	nager								
two from propriori pet		n	044 %+ 2031 (05 (0)		10 www.m	ygale oo za (Al	ISA Enlarpr	ae)-arré -	C HEFHESH TABLE
Filtered Search Result								Transaction Count:	102 Authorised Amount: R28.19 Bettled Amount: R5.56
							MER	SHANT_REF	tanti La mittaz
Data	Application Name	Payment Type	Cardholder/Gastumer	Merchant Reference	Current Ratus	Arbertad Arouan	Setted Arougt	Actions	Errs: Meetaga
Mon Mer 88 2023 . 1739526	www.msgate.co.za (4253.Enterprije) - emi	Geed	ascheutesd	NECOSIONNEE	Falled	P0.00	P0.00	-	Do not Hensur
Man Mer 38 2021 16:16:16	www.mygala.to.za (480A.Emerginae) - and	Card	waren t	dealerseCV/RX	Failed	PD 00	85.00	New York State	Do real Hansar
Mon Mer 88 2221 16:58:45	www.mupin.co.in (4854.2mmpros) - arri	Gerd	Abdault	OUDIOSHIWCAN	Timed Out	40.00	F0.00	-	Promochain timed out no change for 6 mile
14:01 Mer 20 2021 17:31:12	www.mgpak.co.zu (4853.Emmgrap) - eni	Gand	JAKispen	admini-1142-4et2-8o4e Total/4/90e	SETTLING	R1.00	HIS 20	-	
Thu Mar 04 2003 19 22 51	www.mugala.io.2n (42554.Emerginal) - ami	Ged	astudied	#0%2079300	REFUNDING	90.50	10.02	-	
Thu Mar 04 2021 19 22 69	www.mypaka.co.za (48554.Emerycost) and	Cont	1415	potentiartikiye	Falled	R0.00	¥0.00	-	Preud cress tarted
The Mar 04 2021 14 20 50	www.regain.co.in (ADGA.Etmogram) - atti	Card	Marri	YDIORITAGITER	Falled	80.00	#0.00	Ver Intel Solar	Pread creek balad
75s Mar 04.2021 79:32:15	www.mygate.co.zo (ABSA.Exterprise) - emi	Geed	(Arvens	99999/03423	Falled	R0.00	P0.00	New (new) (South	Diversi Club card is not supported for application ASSI 2422-4428- 8002-307480140053

 Where you will be able to see that the Transaction has been Refunded / Partially Refunded

Partially	R0.01
Refunded R0.02	R0.01