

# Payments > Add/Edit Third Party Refund

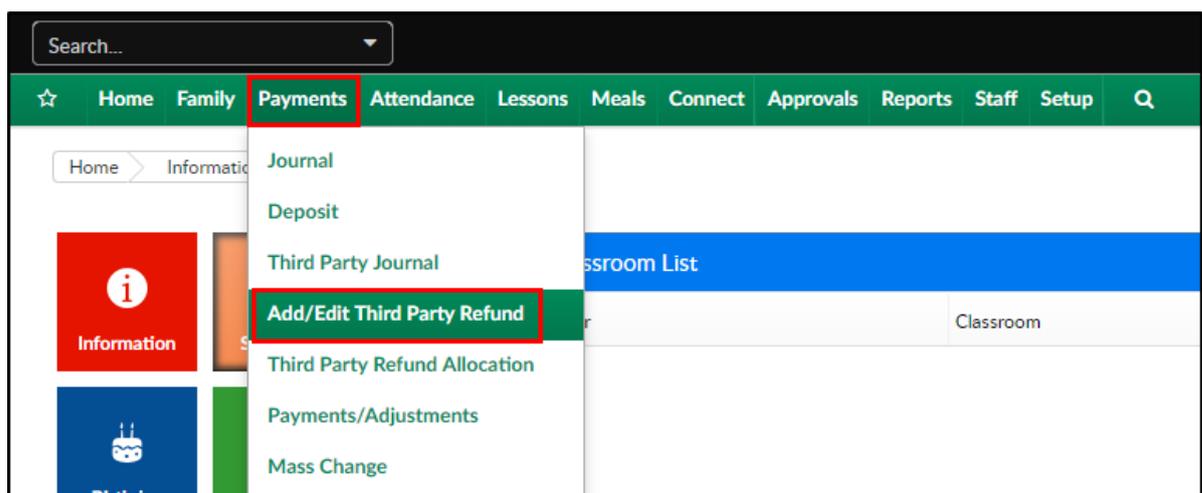
Last Modified on 03/07/2019 10:42 am EST

There are multiple steps involved in a third party refund. This article will cover the first step. The next step is on the [Payments > Third Party Refund Allocation](#) screen.

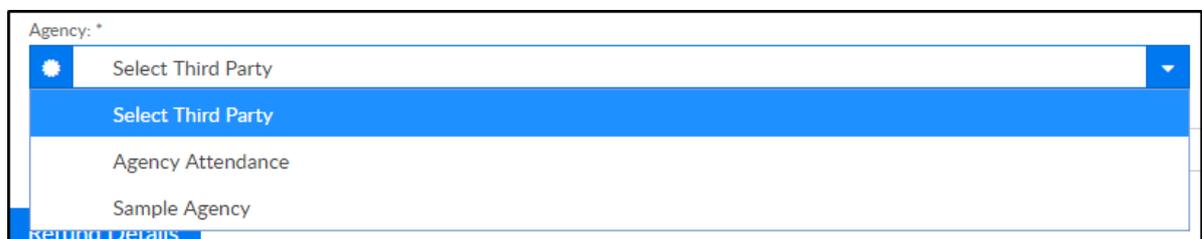
Users can view pending refunds (refunds that have not yet been allocated), as well as create new refunds.

## Creating a Refund

1. Click Payments, then select Add/Edit Third Party Refund



2. Select the agency from the Agency drop-down



3. Complete the Refund Details section

**Refund Details**

Refund Authorization ID: \*  Refund Amount: \*

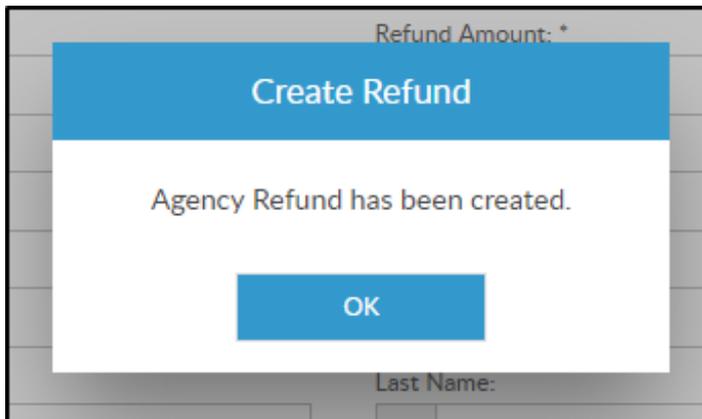
Center:

Post From Date  Post To Date

First Name:  Last Name:

- \*Refund Authorization ID - enter the authorization number
- \*Refund Amount - enter the amount of the refund
- Center - select the center from the drop-down
- \*Post From/To Date - enter the post dates
- First/Last name - enter the first and last name of the student

4. Click OK on the confirmation popup



5. The user will automatically be directed to the [Payments > Third Party Refund Allocations](#) screen

Payments > Third Party Refund Allocations

[Actions](#)

**Third Party Refund Allocations** [↗](#)

Agency: \*  [Refresh](#)

Select Refund

**Refund Search Criteria**

Center:

Post From Date  Post To Date

First Name:  Last Name:

[Search](#)

