Refund by Employee & Authorization

The Refund by Employee & Authorization report displays data for transactions that were refunded or voided within the selected date range. The report is split into sections organized by the employee who processed the refund or void. Each employee section includes a total section at the bottom showing the quantity of products as well as the total value of the items refunded or voided by that employee.

Data is organized into the following categories:

Refund Type - The type of refund applied to the transaction/products.

Authorization – The employee name who authorized the refund/void.

Employee – The employee who processed the refund/void transaction.

Date – The date on which the refund/void transaction was made.

Trans # - The transaction number for the refund/void transaction.

Description – The name of the product(s) being refunded/voided.

Quantity – The quantity of each product being refunded/voided.

Total – The total value of each product being refunded/voided.