

AR Automation Refund Worksheet

Accounting Seed | AR Automation (Sola)

Use this worksheet when a different team handles Journal Entries and Bank Reconciliation. Complete the fields below and send to your Accounting team.

Refund Details	
Customer	
Billing #	
Original Cash Receipt #	
Refund Transaction #	
Ledger	
Refund Date	

Refund Amounts		
Invoice refunded	\$	
Convenience fee refunded	\$	
Refund processing fee	\$	CC: \$0.30 / ACH: \$0.20
Total refunded	\$	Invoice + conv fee + processing fee

JE Adjustments Needed		
Reduce Bank GL by	\$	Total refunded
Reduce Clearing GL by	\$	Total refunded
Reduce CC Fee Income GL by	\$	Conv fee, if applicable
Increase Merchant Fee Expense GL by	\$	Processing fee

AR Action Taken	
☐ CR Refund	☐ CM + Refund