

Refund Summary

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Overview

In this article, you will learn about Sellercloud's **Refund Summary** report. This report provides an overview summary of all refunds processed in a specific period. It includes information about the refund, the original order, and the customer.

You can see the following:

- **Refund Summary:** Refunds, Payments, and Grand Total.
- **Order Summary:** Orders.
- **Customer Details:** Name.

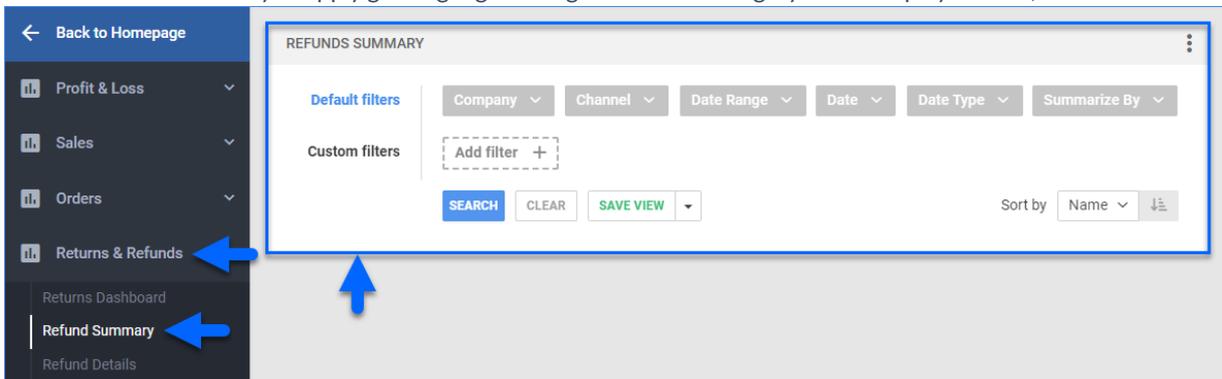
You can run this report automatically on a regular basis with [Scheduled Tasks](#).

For more information about Sellercloud's Financial Reporting Suite, see the [Reports FAQ](#).

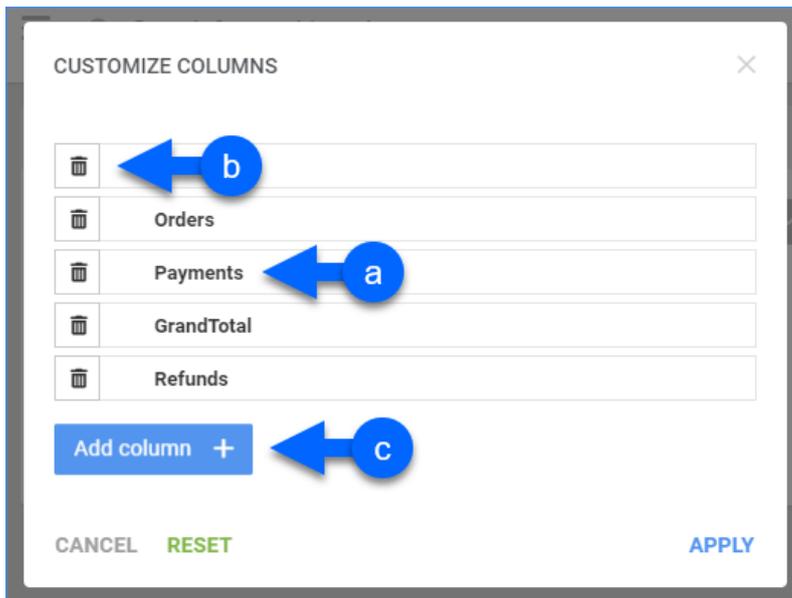
Access and Customize the Report

To use the report, follow these steps:

1. Navigate to **Reports > Returns & Refunds > Refund Summary**.
2. Set up the **Default** and **Custom filters** to have the report show precisely what you need.
3. Click **Search**. Each filter you apply gets highlighted in green. If a filter is gray or not displayed at all, it's not active.

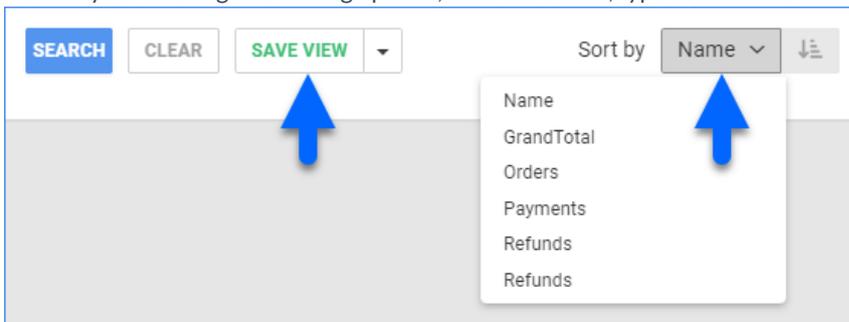


4. To manage the columns in the report, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;
 - c. Add columns by clicking **Add column**.



5. To sort the data differently, use the **Sort by** menu.

6. To save your filtering and sorting options, click **Save view**, type a **Name** and click **Save**.



7. To export the full report to a spreadsheet, click **Actions** on the bottom right and select **Export to Excel**.
Spreadsheets include all columns, including those hidden in the report.

CHANNEL	TOTAL ORDERS	TOTAL PAYMENTS	GRAND TOTAL	TOTAL ORDERS W/ REFUNDS	TOTAL REFUNDS
Wholesale	42	\$13,219.06	\$12,703.15	9	\$415.81
Website	6	\$211.00	\$211.00	1	\$5.00
Walmart	1	\$3.87	\$3.87	0	\$0.00
UnbeatableSale	1	\$26.46	\$26.46	0	\$0.00
Local_Store	47	\$1,384.50	\$1,410.45	2	\$13.31
Groupon	1	\$99.80	\$99.80	0	\$0.00
eBayOrder	1	\$74.90	\$74.90	0	\$0.00
Amazon	9	\$464.82	\$464.82	4	\$68.40
Totals:	108	\$15,484.41	\$14,994.45	16	\$

Filter and Column Definitions

Click the drop-downs below for filter and column descriptions.

Default Filters

Custom Filters

Report Data

