PJ

CATEGORY

POS
Void a transaction

VOID TRANSACTION & EXIT PARTIAL TRANS.

1. **To Void a transaction:**
   - Open POS Main screen
   - Select 'Functions'
   - Select 'View Journal'
   - Locate the transaction
   - Swipe from right to left on the transaction row
   - Select 'Void'
   - Select 'Cash' if return cash or 'Credit/ Debit' to return to original payment method.

2. **To exit a partial transaction & void payment:**
   Step 1: While in the middle of a partial transaction > Select 'Void' (circle red) to exit out.

   Step 2: This step is to ensure all payments are voided
   - Open POS Main screen
   - Select 'Functions'
   - Select 'View Journal'
   - Locate the transaction
   - Swipe from right to left on the transaction row
   - Select 'Void'
   - Select 'Cash' if return cash or 'Credit/ Debit' to return to original payment method.