

#24 POS "Communiqué" **Same day Cancellation (Void)**

The following steps will explain how to action a void:

Server Number: enter User ID (staff or managers)

Select Function

Select the type of transaction (Member or Cost)

Select Manager Menu.

Select Cancel/Reopen Check

Select the Server who created the transaction.

Click on the invoice that you wish to reverse

The system will create a negative transaction to balance out the original one

Void reason will appear and you must select the reason, as soon as this is actioned the system will create a positive transaction.

NOTE: If you wanted to modify the order you would less, or add to the order or apply any discount that was needed.

Now you can close the transaction as normal.