



POS Manual Voiding

Voiding

- Voiding items from the order
- Changing the payment type from the paid check

To void items from the order,

1. Select the check
2. Select the item to void and press delete
3. Select the void reason
4. The docket automatically sent again showing the voided items

To change the payment type from the paid check,

1. Go to Functions >>Recall list of orders
2. Select the terminal and press OK
3. Select the check and press OK
4. Press Re-open Check
5. Select the payment type from the check and press delete
6. Process the check with the different payment type

:: See visual instructions on the following pages ::

FUNCTIONS Eat In & Take Away Main Menu New Order

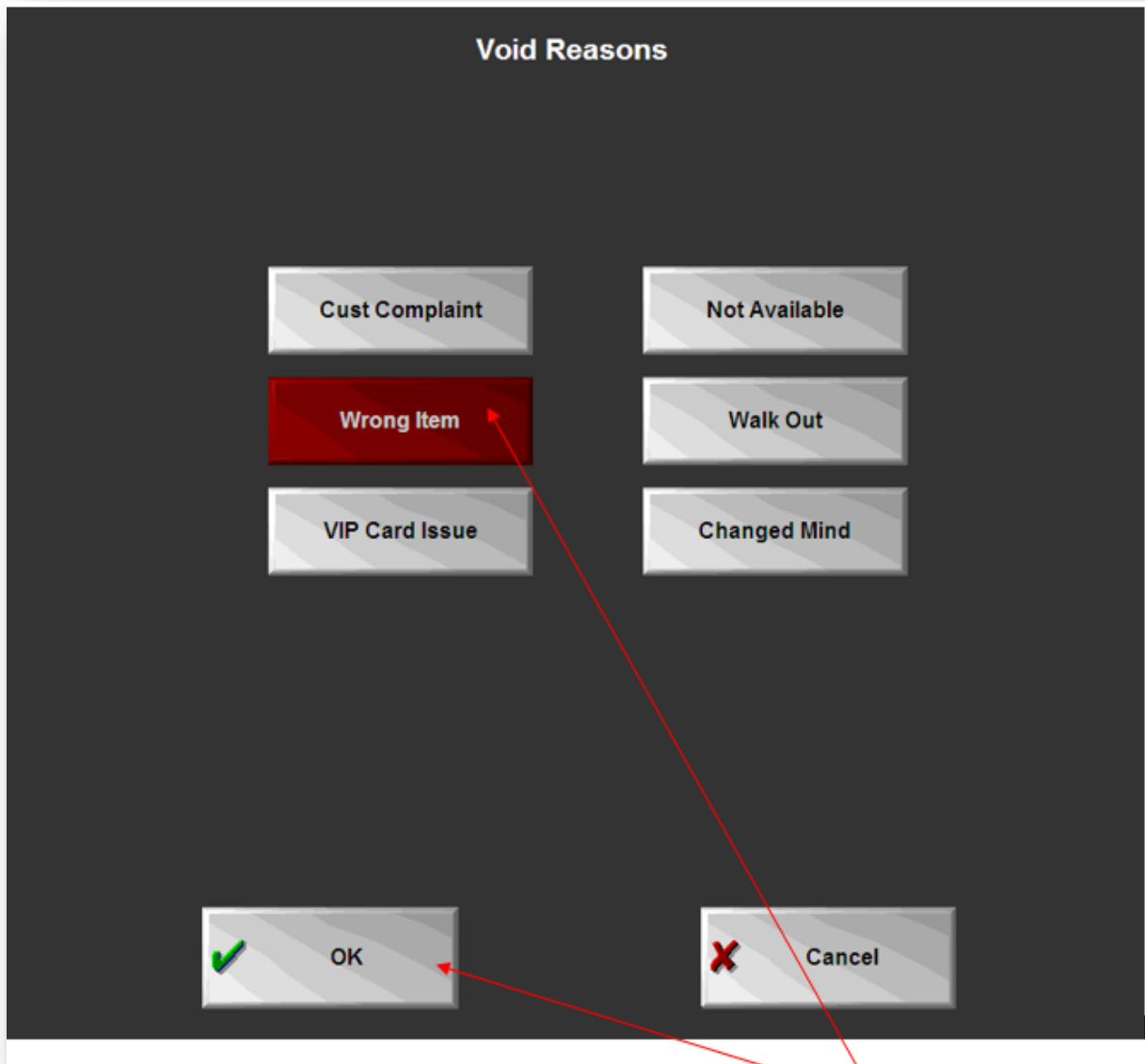
10 11 12 13 New Order

13

>> Flat White CUP	4.30
>> Flat White T/A SMALL	4.30
Subtotal	8.60
TAKEAWAY Total	8.60
Balance Due	8.60

EXIT Add Check\ Same Table Repeat Delete Ignore\ Already Given Message\ Info **FOOD MODS** BEV MODS Clear Check **PAYMENT**

Voiding



FUNCTIONS
Eat In & Take Away
Main Menu
New Order

10
11
12
13
New Order

13

>> Flat White CUP 4.30

>> Flat White 4.30

(Void)Flat White -4.30

Subtotal 4.30

TAKEAWAY Total 4.30

Balance Due 4.30

\$5

Exact

EFTPOS

\$10

Cash

Gift Card

\$20

TCC Cash

Uber Eats

\$50

Manual Payment

\$100

Accounts

Print Receipt

Close Check

Split Check

Send

Parents Centre

Gymnastics NZ

VIP BOGOF Meal

EXIT

Add Check\
Same Table

Repeat

Delete

Ignore\
Already Given

Message\
Info

FOOD MODS

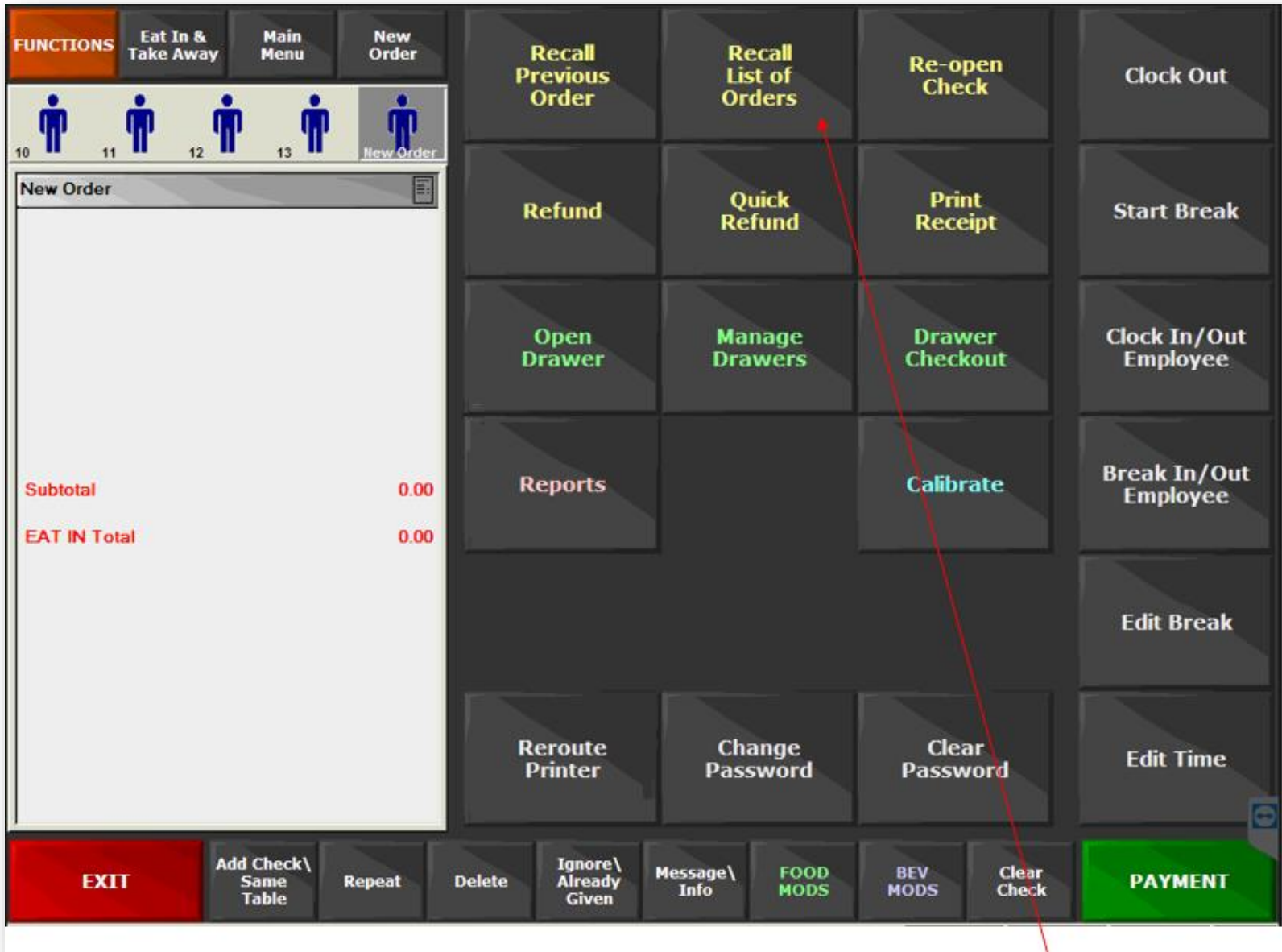
BEV MODS

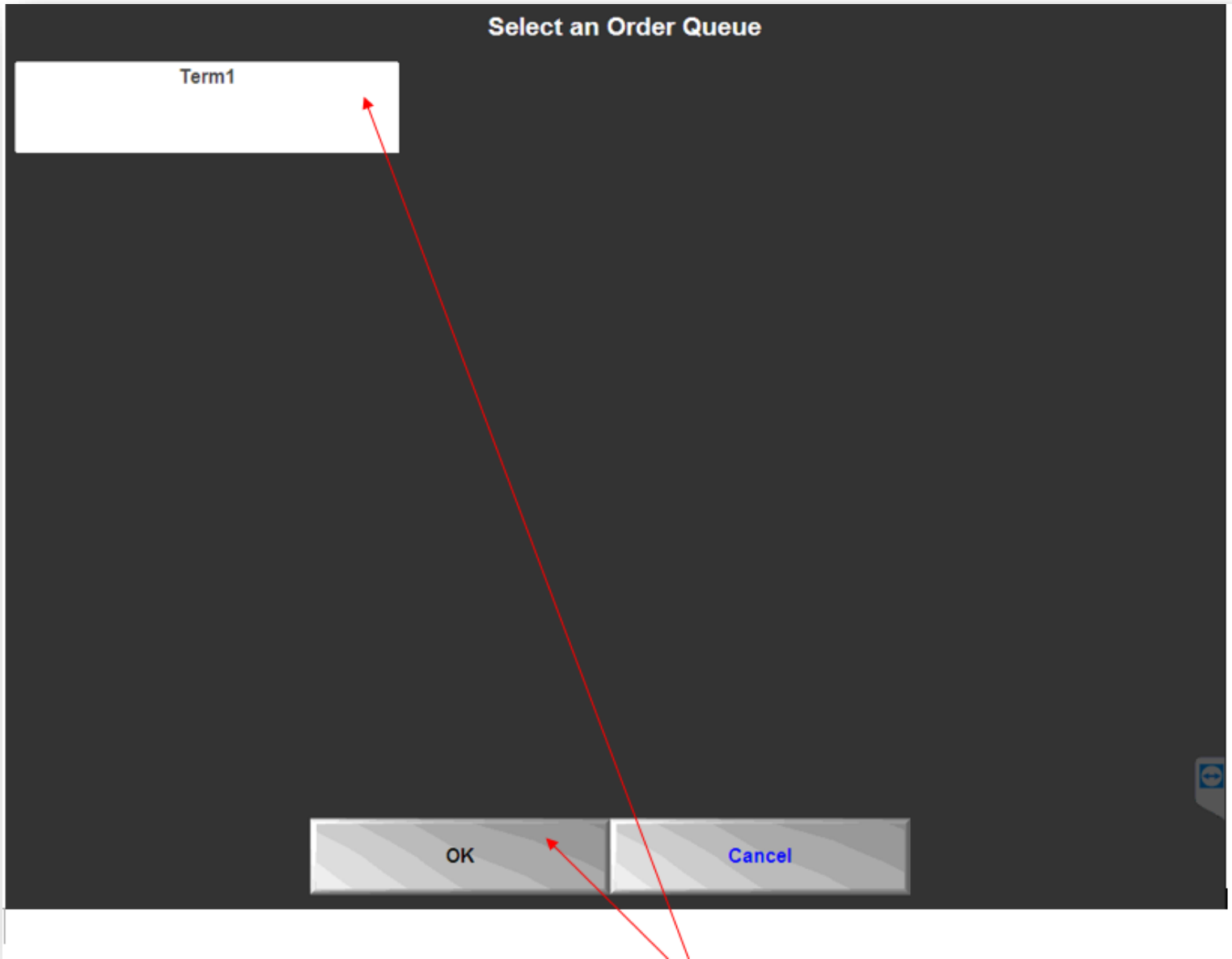
Clear Check

PAYMENT

To change the payment type from the paid check,

1. Go to Functions >> Recall list of orders
2. Select the terminal and press OK
3. Select the check and press OK
4. Select Re-open Check
5. Select the payment type in the check and press delete
6. Process the check with the correct payment type.



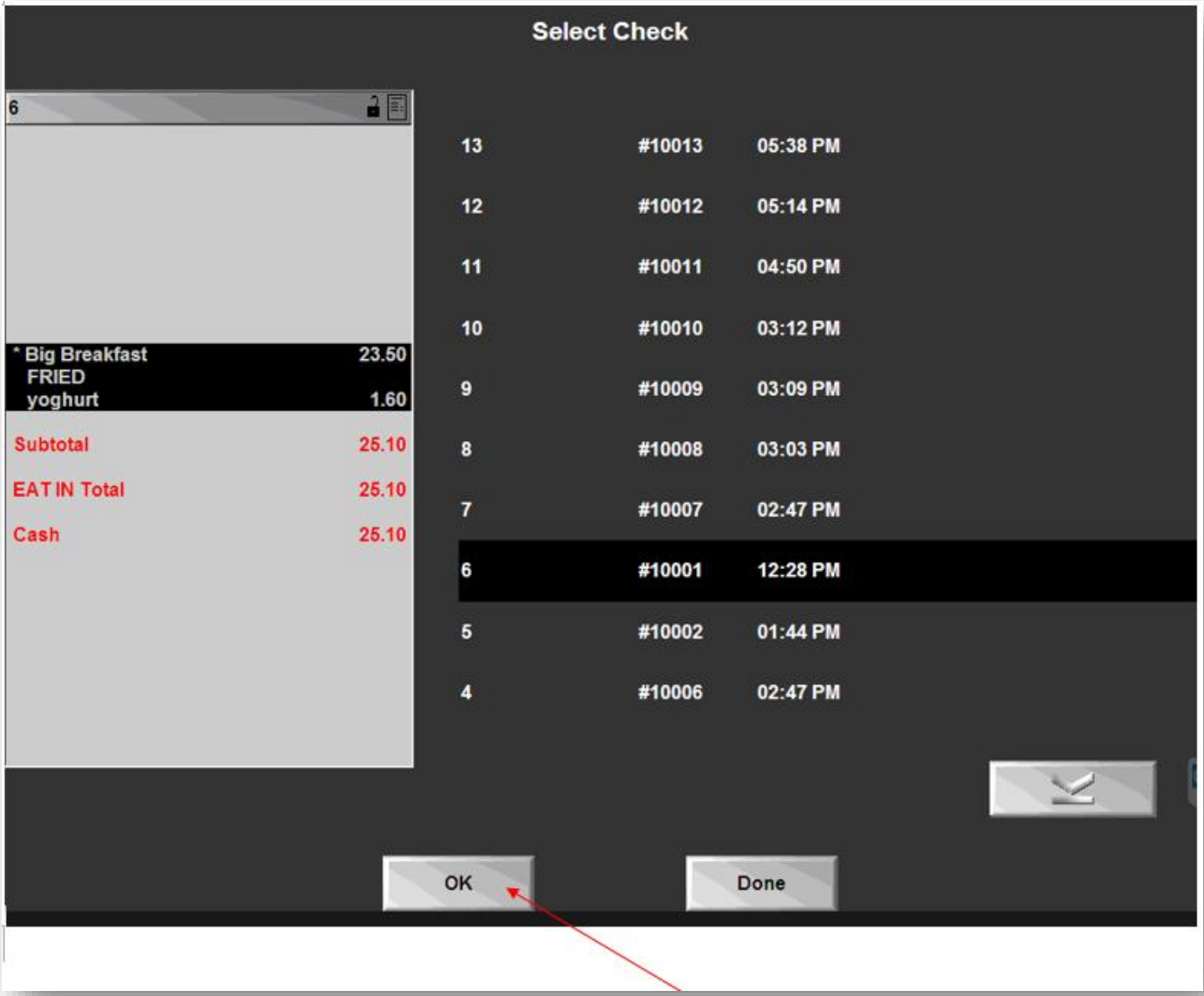


Select Check

6	#10013	05:38 PM
12	#10012	05:14 PM
11	#10011	04:50 PM
10	#10010	03:12 PM
9	#10009	03:09 PM
8	#10008	03:03 PM
7	#10007	02:47 PM
6	#10001	12:28 PM
5	#10002	01:44 PM
4	#10006	02:47 PM

* Big Breakfast	23.50
FRIED	
yoghurt	1.60
Subtotal	25.10
EAT IN Total	25.10
Cash	25.10

OK Done



Voiding

FUNCTIONS Eat In & Take Away Main Menu New Order

10 11 12 13 New Order

6

* Big Breakfast	23.50
FRIED yoghurt	1.60
Subtotal	25.10
EAT IN Total	25.10
Cash	25.10

Recall Previous Order Recall List of Orders Re-open Check Clock Out

Refund Quick Refund Print Receipt Start Break

Open Drawer Manage Drawers Drawer Checkout Clock In/Out Employee

Reports Calibrate Break In/Out Employee

Reroute Printer Change Password Clear Password Edit Break

Edit Time

EXIT Add Check\ Same Table Repeat Delete Ignore\ Already Given Message\ Info FOOD MODS BEV MODS Clear Check PAYMENT

FUNCTIONS Eat In & Take Away Main Menu New Order

6 10 11 12 13 New Orde

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EAT IN Total	25.10
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Recall Previous Order Recall List of Orders Re-open Check Clock Out

Refund Quick Refund Print Receipt Start Break

Open Drawer Manage Drawers Drawer Checkout Clock In/Out Employee

Reports Calibrate Break In/Out Employee

Edit Break

Reroute Printer Change Password Clear Password Edit Time

EXIT Add Check\ Same Table Repeat Delete Ignore\ Already Given Message\ Info FOOD MODS BEV MODS Clear Check **PAYMENT**

Voiding

FUNCTIONS Eat In & Take Away Main Menu New Order

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Reroute Printer Change Password Clear Password Edit Time

EXIT Add Check\ Same Table Repeat Delete Ignore\ Already Given Message\ Info FOOD MODS BEV MODS Clear Check PAYMENT

FUNCTIONS
Eat In & Take Away
Main Menu
New Order

New Order

6

* Big Breakfast 23.50
 FRIED yoghurt 1.60

Subtotal 25.10

EAT IN Total 25.10

Balance Due 25.10

\$5

\$10

\$20

\$50

\$100

Exact

Cash

TCC Cash

EFTPOS

Gift Card

Uber Eats

Manual Payment

Accounts

Print Receipt

Send

Parents Centre

Gymnastics NZ

VIP BOGOF Meal

Close Check

Split Check

Send

Discounts

EXIT

Add Check \ Same Table

Repeat

Delete

Ignore \ Already Given

Message \ Info

FOOD MODS

BEV MODS

Clear Check

PAYMENT

Voiding