

Void a Sale - Option: 1.2



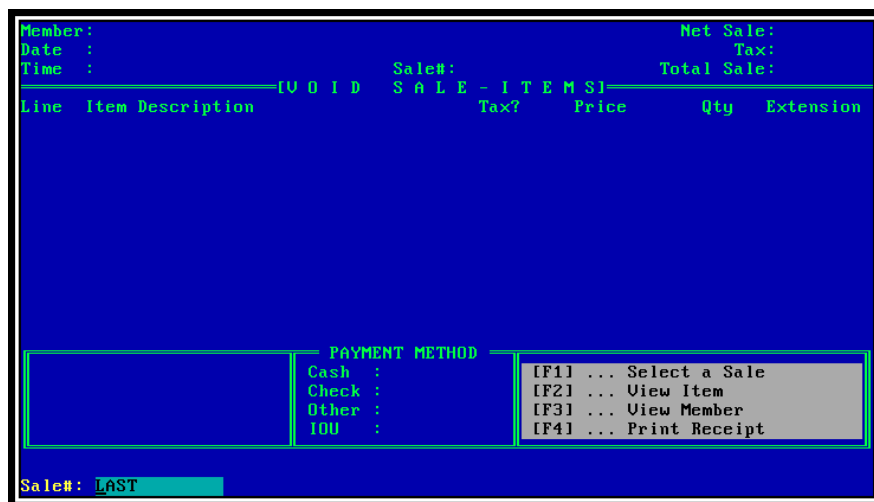
Description of this Option

This option removes a sale from the day's transaction data. Sales should be voided on the register where the original sale took place. You will be able to view the sale before voiding it.

Procedures

At the CoPOS Main Menu, type 1.2.

You'll see the Void Sale screen with the prompt, Sale#:, at the bottom. (If System Constant 108 is set to [Y], you will need to enter the register owner's initials before proceeding.) The search that it defaults to is LAST. Pressing Enter will bring up the last recorded sale.

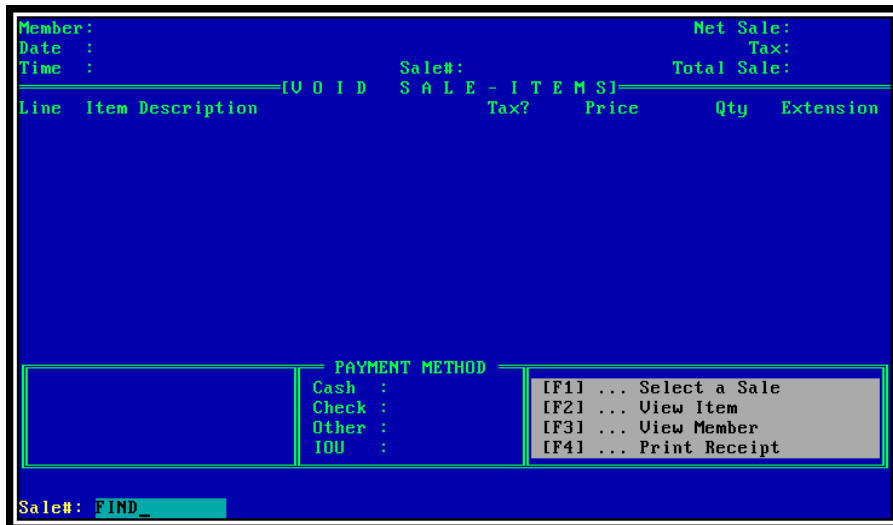


At the "SALE#:" prompt, press or type one of the following:

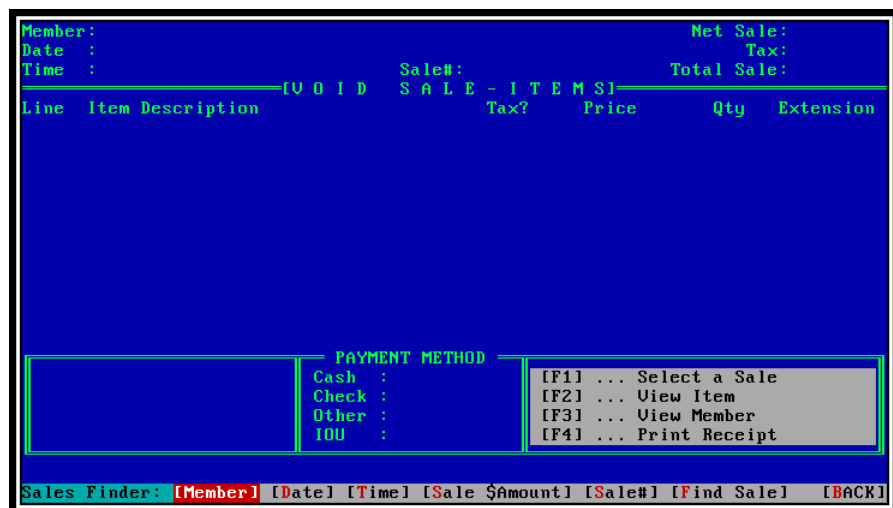
- [ENTER] - Selects the last recorded sale (same as "LAST")
- "LAST" - Selects the last recorded sale (same as "Enter")
- "#"+ Sale Number - The number of the sale you wish to void
- "LIST" - Lists all sales recorded today
- "-" - Lists Sale previous to a Selected Sale
- "M/"+Name - Selects a sale made to a specified member
- "D/"+Date - Lists sales from a specific date (System Constant 179 must be "Y").
Use Sales Finder to search a date range.
Note: If year isn't specified, current year is assumed. The plus(+) sign is optional.
- "FIND" - If the sale to be voided isn't from today, or the specific name or date is unknown, use the Sales Finder to search for the Sale. Sales Finder is discussed below.

Using Sales Finder

You get to the Sales Finder by entering FIND (or F) at the Sale#: prompt, as shown in the screen below.



The Sales Finder lets you search for a sale in multiple ways. Using Sales Finder, you can narrow your search by using one or more of the tabs, listed on the next page.



[Member]

Enter the Member whose Sales you wish to search. Identify the Member by their Name, Partial Name or Number. If you only know the member's first name, enter comma (,) followed by whole or part of first name.

Press [ENTER] to ignore this restriction and return to the Sales Finder.

You can also enter:

- "." - Use the last Member entered during last session.
- ".C" - Restrict to all NON-Member Sales (".N" also works)

[Date]

Enter the Date or Date Range of the Sales you wish to search.

To specify a RANGE, separate the Starting and Ending Dates by a colon (":").

Example: "4-1-19:4-8-19"

Press [ENTER] to ignore this restriction and return to the Sales Finder.

[Time]

Enter the Time of the EARLIEST Sale on which you wish to search.

To SKIP this restriction, press [ENTER] or ".D".

Enter the Time of the LATEST Sale on which you wish to search.

To SKIP this restriction, press [ENTER] or ".D".

[Sale \$Amount]

Enter \$Amount of the Sale you wish to find.

You can also enter:

- ">" - Greater than (Example: ">5" for sales over \$5.00)
- "<" - Less than (Example: "<20" for sales over \$20.00)
- ":@" - Range (Example: "20:29.99" for sales between \$20.00 and \$29.99)

Press [ENTER] to ignore this restriction and return to the Sales Finder.

[Sale Number]

Enter the Number of the Sale that you wish to view.

Sales are numbered starting with 1 and incrementing by 1 through the last sale of the day. The NEXT day starts over with #1.

If you press enter you will either:

1. Return to the Sales Finder if no search criteria specified, or...
2. Begin a search if other search criteria have been specified.

Help for the Main Choice Bar

Member: Non-Member Sale
Date : Sat Jul 18, 2020
Time : 4:49 PM

Net Sale: 53.91
Tax: 0.00
Total Sale: 53.91

[U O I D] S A L E - I T E M S]

| Line | Item Description | Tax? | Price | Qty | Extension |
|------|-------------------------|------|-------|-----|-----------|
| 1) | PIZZA CRUST,OG2,ORIG,GF | No | 5.99 | 9 | 53.91 |

PAYMENT METHOD

| | |
|-------|---------|
| Cash | : 53.91 |
| Check | : 0.00 |
| Other | : 0.00 |
| IOU | : 0.00 |

[F1] ... Select a Sale
[F2] ... View Item
[F3] ... View Member
[F4] ... Print Receipt

[Select Sale] [View Item] [View Member] [Print Receipt] **[VOID SALE]** [QUIT]

Once the sale has been found and selected, use the Main Choice Bar to Void the Sale (press [ENTER]), or select one of the following:

- [Select Sale] - Find a new Sale. This enables you to search for another sale.
- [View item] - View an Item from this Sale
- [View Member] - View the Member attached to this Sale
- [Print Receipt] - Print a receipt for this Sale
- [Void Sale] - Void this Sale
- [Quit] - Exit