SQL-POS Void , Exchange & Refund.

To Void Bill:

| Bill | | | | | | | | | |
|--------------|---------|------------------|-----------------------|-----------|--------|--------------|--|--|--|
| Void Bill | | | | | | | | | |
| Date | 04/10 |)/2022 📑 🚊 | | oid info | | | | | |
| Number | C2-2 | 210/00002 | Print Bill after void | | | | | | |
| Name include | | | | | | | | | |
| Attention | | | | | | | | | |
| Refer No. | | | Voided Bill | | | | | | |
| 🔲 Payment Ty | /pe | | ~ | | | | | | |
| O View Deta | ii S | Copy to new Bill | Refund Bill's item | Change Pa | iyment | Close | | | |
| Date | Time | Number | Pay by | Code | Amount | 1 | | | |
| 04/10/2022 | 11:35AM | C2-2210/00002 | CASH | 300-D0001 | 85.0 | 0 DREAM VILL | | | |
| 04/10/2022 | 11:35AM | C2-2210/00001 | CASH | 300-D0001 | 85.0 | 0 DREAM VILL | | | |

Click to void bill, key in password to confirm. Voided bill is unable to revert.

To Exchange items:

| | No | Product | Description | Qty | UOM | Price | Discount | Amount |
|---|----|-----------------|---|-----|------|-------|----------|--------|
| Х | 1. | CCE/Black-Chair | Creative Curvy Modern Style Eames Chair (Black) | -1 | UNIT | 85.00 | | -85.00 |
| Х | 2. | CCE/White-Chair | Creative Curvy Modern Style Eames Chair (White) | 1 | UNIT | 85.00 | | 85.00 |
| | | | | | | | | |
| | | | | | | | | |

Select or scan return item's barcode, change quantity to -1, select or scan exchange item's barcode, finish payment.

How to change quantity to: -1

1. After select return item, key shortcut code: *-1



| | *-1 | | | | | | 0 |
|----------------|------|------|------------|------------|-----------------|----------------|-----------|
| 😵 Get Quantity | | | | | | | × |
| Product : | CCE | E/BI | ack-Cha | ir | U | IOM : UNI | т |
| Description : | Crea | ativ | e Curvy | Modern S | Style Eam | es Chai | r (Black) |
| Unit Price | 85. | 00 | | | Current Quantit | y -1 . | 000 |
| | | | Quantity : | -1 | | ^ | |
| | | | С | / | * | - | |
| | | | 7 | 8 | 9 | | |
| | | | 4 | 5 | 6 | + | |
| | | | 1 | 2 | 3 | _ | |
| | | | < | 0 | • | - | |
| | | | | | | | |
| | | | Å | <u>0</u> K | × | <u>C</u> ancel | |
| | | | | | | | |

Please make sure the cashier has rights to access to refund.

| | | cess Rights | | | | | | |
|------------------|------------------------------|-------------|---------------------------|-------------|--|--|--|--|
| POS | Stock Item | (| Counter | Shortcut | | | | |
| is Cashier | ✓ is Promoter ✓ Advance Comm | nission | Commision | 2.00 🔹 % | | | | |
| Allow Discount o | n Sell (Maximum) | | O <u>Y</u> es⊖ <u>N</u> o | 100.00 🔶 % | | | | |
| Allow Sell below | cost | | O <u>Y</u> es⊖ <u>N</u> o | | | | | |
| Allow Sell Below | Minimum Price | | O <u>Y</u> es⊖ <u>N</u> o | | | | | |
| Direct Open Cas | h Drawer | | O <u>Y</u> es⊖ <u>N</u> o | [ALT]+[F12] | | | | |
| Void Cash Sales | | | O Yes No | | | | | |
| Refund Item | Quantity | : -1 | O Yes () No | | | | | |
| Change Colling F | Irico | AV ON | | | | | | |

To Refund:

Select or scan return item's barcode, change quantity to -1.



Please key exact negative refund amount.

Note: for each bill posting method, negative bill post as Credit Note of SQL Account.



Bill

Find history bill to fill in refund items.

| Void Bill | | | | | | | | | | | | | × |
|---------------------------------|------------------------------|------------|------------|--------|--------------------|-----|------------|--------|------------|--------|------|---------------|----|
| Date | | 04/10/202 | 22 😐 | ▲ ▼ | VOID VOID | | | | | | | | |
| Number | | C2-2210/0 | 0002 | ÷ | Print Bill after | | | | | | | | |
| Name inclu | ude | | | | | | | | | | | | |
| Attention | | | | | | | | | | | | | |
| Refer No. | | | | | Voided Bill | | | | | | | | |
| Paymer | nt Type | | | | ~ | / | • | | | | | | |
| 🗹 View D | etail | Cop | y to new B | ill R | Refund Bill's item | | 6 | Change | Payment | | .0 | <u>C</u> lose | |
| Date | Time | Numb | er | Pay by | / Code | Amo | ount | | Name | | Atte | ntion | Re |
| 04/10/202 | 11:35AN | C2-2210/0 | 0002 | CASH | 300-D0001 85 | | 85.00 | DREAM | /I VILLA F | URNITL | | | |
| 04/10/202 | 11:35AM | C2-2210/0 | 0001 | CASH | 300-D000 | | 85.00 | DREAM | / VILLA F | URNITL | | | |
| | | | | | | | | | | | | | |
| Copy Item Refund Item Total : 1 | | | | | | | 17 | 0.00 | | | | | |
| Seq | Item C | ode Descri | | | tion | Qty | ty Price D | | Disc | Amount | | | |
| 1. CC | CCE/Grey-Chair Creative Curv | | | | Modern Style | 1 | 85.0 | 00 | | | 85.0 | 00 | |
| | | | | | | | | | | | | | |