

Returns and Refunds transactions in POS



Recording #8.mp4

Steps to create a return transaction: (See the attachment for the reference)

1. On Point of sale screen, click on Search
2. Search for the transaction to be returned
Note: Transaction can be searched by receipt number, receipt total or PO number and search can be filtered by Cashier, customer name or PO number
3. Make sure the transaction is marked paid before selecting it
4. Double click on the Sales receipt, click on Return and make sure the amount is correct (auto-filled)
5. Click Ok and Save & Print
*Notification will pop-up if the return was successful