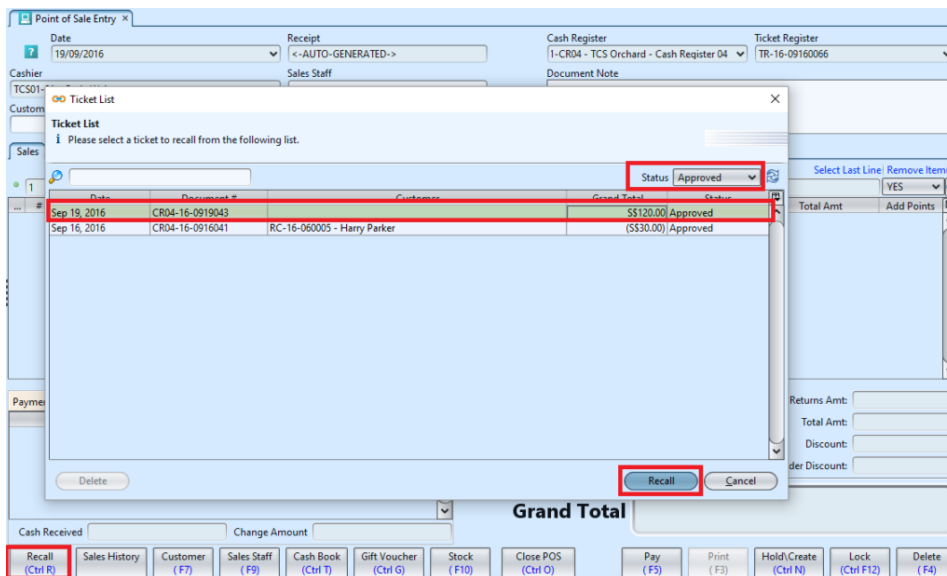



# Cashier – How to edit incorrect payment in Point of Sales tickets (POS)

If cashier has entered wrong payment means or cash received, he/she can edit the incorrect payment, as long the POS has not been closed. Once POS has been closed, cashier cannot edit the sales ticket. Please contact Samooha admin if assistance is required in this matter.

To edit completed (POS) sales ticket payment means, click **“Recall”** button on **(POS – Transactions) Point of Sale Entry** view. On top-right of **Ticket List** dialog window, change the **“Status”** to **Approved**. Select the ticket to edit and click **“Recall”** button.



On the recalled sales ticket, click on the **“Edit Payment Means”**  button, it will open Payment dialog window

Point of Sale Entry

Date: 19/09/2016 Receipt: CR04-16-0919043 Cash Register: H1-CR04 - TCS Orchard - Cash Register 04 Ticket Register: TR-16-09160066

Cashier: TCS01-01 - Cody Weiss Sales Staff: Sales Staff Document Note:

Customer: Points: 0

#	Barcode	Description	UOM	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
1	BD09-009025	Calvin Klein Euphoria...	Each	1	S\$120.00		S\$120.00	S\$120.00	YES

Payment Means

#	Payment Means	Amount
CH02	Visa / Master	S\$120.00

Sales Amt: S\$120.00 Sales Returns Amt:

Total Qty: 1 Total Amt: S\$120.00

Total Tax: S\$7.85 Discount:

Total Promo Discount: Total Tender Discount:

**Grand Total S\$120.00**

Cash Received: Change Amount:

Recall (Ctrl R) Sales History Customer (F7) Sales Staff (F9) Cash Book (Ctrl T) Gift Voucher (Ctrl G) Stock (F10) Close POS (Ctrl O) Undo (Ctrl U) Pay (F5) Print (F3) Hold/Create (Ctrl N) Lock (Ctrl F12) Delete (F4)

Enter the correct payment means and amount, then click "OK" button to confirm

Point of Sales Payment CR04-16-0919043

Payment for ticket CR04-16-0919043

Payment

Total Amount: S\$120.00

Rounding Adjustment:

Tender Discount:

Total Sales (Rounded): S\$120.00

CASH

VISA / MASTER

AMEX

NETS

CHECK

TT

DINERS

BOUNDING

← CE C

7 8 9

4 5 6

1 2 3

0 .

OK Cancel

