

# Canceled Invoices

(Voiding a sale that has not been completed)

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1419 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Stock: 13.00 | Held: 15.00 | Available: -2.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
APPAREL MISC-----	1.00	5.00	0.00	5.00
GYM SHORTS GREEN/XXL	1.00	19.50	0.00	19.50
AP CHEMISTRY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Bill To | Ship To | Note |

Quick Sale [Yellow Field]

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	41.00	SubTotal:	43.16
Taxable:	36.00	- Coupon:	0.00
Sales Tax:	2.16	- Deposit:	0.00
Item Count:	3.00	Total:	43.16

43.16 Tender [F10]



## IN KEYBOARD SALES MODE:

To void (or cancel) a sale that has not been completed (tendered):

1. Select Void Transaction (Cancel Sale) (F9) on your Keyboard

# Canceled Invoices

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(Voiding a sale that has not been completed)

The screenshot shows the POS software interface for 'The Bluetique'. The window title is 'POSitive Retail Manager - The Bluetique - Station: 1'. The menu bar includes 'File', 'Edit', 'Window', and 'Help'. The invoice information at the top reads: 'Invoice: 1420 POS Cashier: POS Date: 12/03/2010 Register: 1 PL: Our Price'. A red line is drawn through the invoice number '1420' and the date '12/03/2010', with a red '1' pointing to it. Below the invoice info is a 'SCAN:' field and a search bar. The main area is a table with columns: 'Description', 'Quantity', 'Price', 'Dsc.%', and 'Total'. The table is currently empty. Below the table is a 'Bill To' section with a dropdown menu showing 'Quick Sale'. To the right of the 'Bill To' section is a grid of function buttons: 'Show More Options [F2]', 'Select Bill To [F3]', 'Customer History [F4]', 'Logout [F5]', 'Adjust Quantity [F6]', 'Time Clock [F7]', 'Discount [F8]', and 'Void Transaction [F9]'. At the bottom left, there is a summary table:

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

At the bottom right, there is a large green display showing '0.00' and a 'Tender [F10]' button.



## IN KEYBOARD SALES MODE:

1. The invoice number will then change to the next # sequence

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1577 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	0.00	19.50

Quick Sale

Line Totals:	19.50	SubTotal:	20.67
Taxable:	19.50	- Coupon:	0.00
Sales Tax:	1.17	- Deposit:	0.00
Item Count:	1.00	Total:	20.67

Touch Screen Sales

Manager

20.67

## IN TOUCH SCREEN SALES MODE:

To void a sale (or Cancel):

1. Touch Manager Button

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1577 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	0.00	19.50

Quick Sale

Line Totals: 19.50 SubTotal: 20.67  
Taxable: 19.50 - Coupon: 0.00  
Sales Tax: 1.17 - Deposit: 0.00  
Item Count: 1.00 Total: 20.67

Touch Screen Sales

Cursor Down Cursor Up

20.67

Manager Mode

Void

ON MANAGER BUTTON SCREEN:

1. Select Void (or Cancel) Button

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1577 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	0.00	19.50

Are you sure you want to Void this Invoice?

Yes No

Quick Sale

Line Totals:	19.50	SubTotal:	20.67
Taxable:	19.50	- Coupon:	0.00
Sales Tax:	1.17	- Deposit:	0.00
Item Count:	1.00	Total:	20.67

Cursor Down Cursor Up

20.67



ON MANAGER BUTTON SCREEN:

1. Select Yes Button

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1418 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
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Quick Sale

Line Totals:	0.00	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00



## IN TOUCH SCREEN SALES MODE:

1. The invoice number will then change.

All previous sales items will be cleared.

# Canceled Invoices

(Voiding a sale that has not been completed)

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
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Bill To | Ship To | Note |

Quick Sale

Show More Options [F2] Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00 Tender [F10]



## IN KEYBOARD SALES MODE:

To view canceled invoices, you must go to Manager Mode.

1. Select Show More Options Button (F2)
2. Select Manager Mode Button (F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
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Quick Sale

Line Totals:	0.00	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Manager

1



## IN TOUCH SCREEN SALES MODE:

To view canceled invoices, you must go to Manager Mode.

1. Touch Manager Button

Note: You can also view canceled invoices in Invoice History

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
-----	-------------	----------	-------	-------	-------

Quick Sale

Line Totals: 0.00 SubTotal: 0.00  
Taxable: 0.00 - Coupon: 0.00  
Sales Tax: 0.00 - Deposit: 0.00  
Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

Buttons: Exit Program, Logout, Go to Sales, Balance Reg., Daily Sales Summary, Gift Certificates, Edit Bill To, Invoice History, Make AR Payment, Note, Edit Notes, Open Cash Drawer, Report Center, Price Check, Return From Invoice, Discount, Time Clock, Show Costs, Void, Manager Mode



## ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)



# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1415 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return TouchScreen AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

List Of Voided Invoices

Purge List [F5] Print List [F7] Close

Invoice	Date	Time	Sales ID	Reason
1001	11/30/2009	5:36 PM	POS	
1002	11/30/2009	5:38 PM	POS	
1004	11/30/2009	7:29 PM	1	
1009	12/15/2009	1:13 PM	POS	
1014	2/15/2010	5:51 PM	POS	
1015	2/15/2010	6:03 PM	POS	
1016	2/15/2010	6:04 PM	POS	
1017	2/15/2010	6:06 PM	POS	
1018	2/15/2010	6:26 PM	POS	
1021	2/15/2010	6:51 PM	SC	

Transaction Date	Transaction Time	Description
11/30/2009	5:35 PM	POS started new Invoice, Quick Sale
11/30/2009	5:35 PM	Added: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Added: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Deleted: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Deleted: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Added: T2, 2-Arnold Palmers, Quantity: 1.00, Price: 2.00
11/30/2009	5:36 PM	POS voided this Invoice before it was completed.



## CANCELED INVOICE LIST

Click on any invoice to see the details.

To Print the Canceled Invoice List:

1. Select Print List (F7)

# Canceled Invoices

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(Voiding a sale that has not been completed)

Report Preview

File

Page: 1 of 2 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	76,272
2	16,934

List Of Voids  
*Confidential*

Reference	Date	Time	ID	Name	Reason
1001	11/30/2009	5:36 PM	POS		
1002	11/30/2009	5:38 PM	POS		
1004	11/30/2009	7:29 PM	1		
1009	12/15/2009	1:13 PM	POS		
1014	2/15/2010	5:51 PM	POS		
1015	2/15/2010	6:03 PM	POS		
1016	2/15/2010	6:04 PM	POS		
1017	2/15/2010	6:06 PM	POS		
1018	2/15/2010	6:26 PM	POS		
1021	2/15/2010	6:51 PM	SC		
1022	2/15/2010	6:51 PM	SC		
1023	2/15/2010	6:51 PM	SC		
1024	2/15/2010	6:51 PM	SC		
1025	2/15/2010	6:52 PM	POS		
1026	2/15/2010	6:56 PM	SC		
1036	2/15/2010	7:20 PM	POS		
1037	2/15/2010	7:20 PM	POS		
1038	2/15/2010	7:20 PM	POS		
1040	2/15/2010	7:20 PM	POS		
1047	2/16/2010	7:05 PM	POS		
1048	2/16/2010	7:06 PM	POS		train
1049	2/16/2010	7:13 PM	POS		
1050	2/16/2010	7:07 PM	POS		
1052	2/16/2010	7:09 PM	POS		
1056	2/16/2010	7:13 PM	POS		train
1057	2/16/2010	7:14 PM	POS		train
1058	2/16/2010	7:14 PM	POS		train
1061	4/11/2010	5:58 PM	POS		asdasdas
1062	2/16/2010	8:01 PM	POS		
1064	2/16/2010	8:01 PM	POS		
1071	4/11/2010	5:58 PM	POS		dasdas
1074	4/11/2010	6:02 PM	POS		
1076	4/11/2010	6:03 PM	POS		
1095	8/19/2010	12:00 PM	POS		GGHH
1099	8/19/2010	11:59 AM	POS		
1108	9/07/2010	2:33 PM	POS		TEST
1109	9/07/2010	2:30 PM	POS		
1110	9/07/2010	2:52 PM	POS		
1143	10/06/2010	11:36 AM	POS		
1150	10/07/2010	1:00 PM	POS		
1163	10/11/2010	10:02 AM	POS		
1164	10/11/2010	10:02 AM	POS		
1165	10/11/2010	10:02 AM	POS		
1167	10/11/2010	10:07 AM	POS		
1175	10/12/2010	10:23 AM	POS		
1179	10/12/2010	10:27 AM	POS		
1207	10/15/2010	3:27 PM	POS		
1218	10/26/2010	5:30 PM	POS		

Zoom: 80% 2 pages, 91.0Kb



## CANCELED INVOICE LIST

Here is a Preview of Canceled Invoice List

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1415 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return TouchScreen AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

List Of Voided Invoices

Purge List [F5] Print List [F7] Close

Invoice	Date	Time	Sales ID	Reason
1001	11/30/2009	5:36 PM	POS	
1002	11/30/2009	5:38 PM	POS	
1004	11/30/2009	7:29 PM	1	
1009	12/15/2009	1:13 PM	POS	
1014	2/15/2010	5:51 PM	POS	
1015	2/15/2010	6:03 PM	POS	
1016	2/15/2010	6:04 PM	POS	
1017	2/15/2010	6:06 PM	POS	
1018	2/15/2010	6:26 PM	POS	
1021	2/15/2010	6:51 PM	SC	

Positive Alert!

This will empty the list displayed.  
You will not be able to recover this list once it is deleted.  
Are you sure you want to do this?

Yes No

Transaction Date	Transaction Time	Description
11/30/2009	5:35 PM	POS started r
11/30/2009	5:35 PM	Added: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Added: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Deleted: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Deleted: T1, Arnold Palmer Tea, Quantity: 1.00, Price: 1.25
11/30/2009	5:35 PM	Added: T2, 2-Arnold Palmers, Quantity: 1.00, Price: 2.00
11/30/2009	5:36 PM	POS voided this Invoice before it was completed.

Voids

## CANCELED INVOICE LIST

1. To clean the list, Select Purge List (F5)
2. When the POSitive Alert appears, Select Yes

# Canceled Invoices

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(Voiding a sale that has not been completed)

Invoice: 1415 By: POS Cashier: POS Date: 12/03/2010 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return TouchScreen AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

List Of Voided Invoices

Purge List [F5] Print List [F7] Close

Invoice	Date	Time	Sales ID	Reason
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Transaction Date	Transaction Time	Description
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4



## CANCELED INVOICE LIST

After you Purge your Canceled invoices, you will have none in your list.