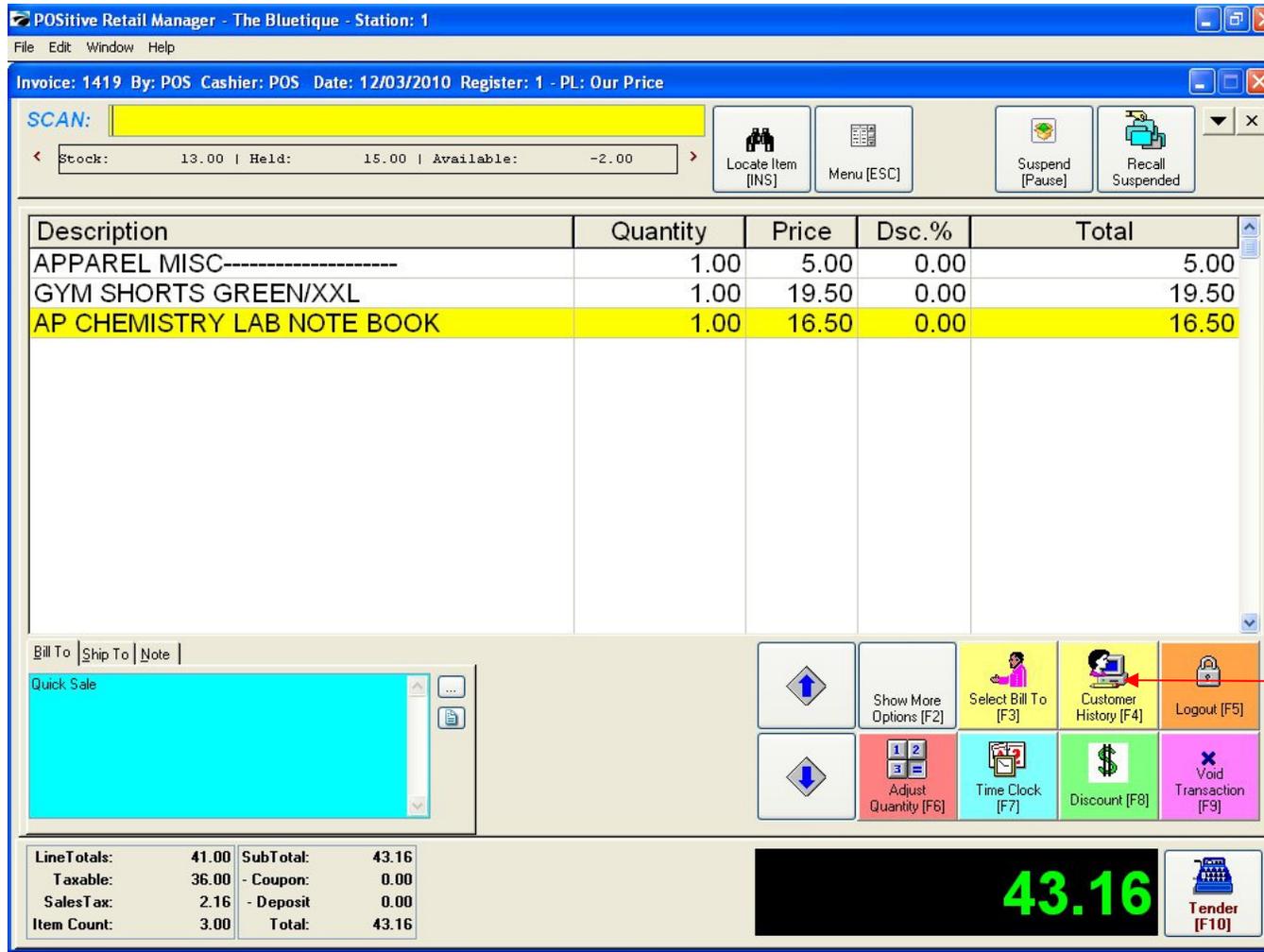


Invoice History

1
(Voiding a sale that has been completed)



POSitive Retail Manager - The Bluetique - Station: 1

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

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 [Blue Field]

Keyboard Sales [Keyboard Icon]

LineTotals: 41.00 SubTotal: 43.16
Taxable: 36.00 - Coupon: 0.00
SalesTax: 2.16 - Deposit: 0.00
Item Count: 3.00 Total: 43.16

43.16 Tender [F10]

Customer History [F4] (indicated by a red arrow and the number 1)

IN KEYBOARD SALES MODE:

To view Invoice History:

1. Select Customer History (F4)

Invoice History

2
(Voiding a sale that has been completed)

POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1763 By: POS Cashier: POS Date: 1/05/2011 Register: 1 - PL: Our Price

SCAN: [Input Field]

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

Description	Quantity	Price	Dsc.%	Total						
Invoice History										
View										
Reference #	Invoice#	Station	Status	Date	Time	Customer	Invoice Total	Total (No Tax)	Tax 1	Tax 2
Customer	✓ 1755	1	Invoice	1/05/2011	11:12 AM	Quick Sale	18.49	17.50	0.99	0.00
Purchase Order #	✓ 1754	1	Invoice	1/05/2011	9:54 AM	Quick Sale	18.49	17.50	0.99	0.00
Serial Number	✓ 1751	1	Invoice	1/05/2011	9:26 AM	Quick Sale	18.49	17.50	0.99	0.00
Order Number	✓ 1750	1	Invoice	1/05/2011	9:09 AM	Quick Sale	18.49	17.50	0.99	0.00
	✓ 1749	1	Invoice	1/05/2011	9:06 AM	Quick Sale	18.49	17.50	0.99	0.00
Properties										
General	SKU	Description	Qty	B'Order	Price	Disc%	Total	T		
Bill To/Ship To	✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	0.00	16.50	0.00	16.50		Y	
Notes	✓ 789456	CHEEZE ITS 3 OZ	1.00	0.00	1.00	0.00	1.00		N	
Prompts	✗ = Item returned on another Invoice									
General Ledger	Sold To: Quick Sale									
Transaction Log	Header									
Service History	Time: 11:12 AM Terms: NONE									
Documents	Cashier: POS Sales ID: POS									
	Register: 1 PD: [Input]									
	Converted: No									
	Tender									
	Cash 5.00									
	Check 13.49									
	Check #: 1234									
	SubTotal 17.50									
	SalesTax 0.99									
	Total 18.49									
Actions					Customer history [F4] Logout [F5]					
Make AR Payment	Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]									
E-Mail	Line Totals: 0.00 SubTotal: 0.00									
Void	Taxable: 0.00 - Coupon: 0.00									
Change PO Number	SalesTax: 0.00 - Deposit: 0.00									
Query	Item Count: 0.00 Total: 0.00									
Reset	0.00									
Quick Sale	Tender [F10]									



IN KEYBOARD SALES MODE:

To view Invoice History:

Note: Here you can view, reprint or erase (Void) an invoice. Read further to find out how.

Invoice History

3

(Voiding a sale that has 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

0.00



IN TOUCH SCREEN SALES MODE:

To view Invoice History, you can go to Manager Screen or:

1. Touch Manager Button

Invoice History

4
(Voiding a sale that has been completed)

Reference	Station	Date	Time	Total
1681	1	12/29/2010	4:29 PM	0.00
1677	1	12/29/2010	4:21 PM	0.66
1676	1	12/29/2010	4:20 PM	25.00
1673	1	12/29/2010	4:13 PM	18.60
1672	1	12/29/2010	4:12 PM	54.60
1667	1	12/29/2010	3:44 PM	17.49
1665	1	12/29/2010	3:43 PM	1.00

SKU	Description	Qty	B'Order	Price	Disc%	Total
789456	Return From Invoice: 1626 CHEEZE ITS 3 OZ	-1.00	0.00	1.00	0.00	-1.00
GIFTCERT	GIFT CARD ----- 1001	1.00	0.00	1.00	0.00	1.00

Line Totals: 0.00
Taxable: 0.00
Sales Tax: 0.00
Item Count: 0.00

0.00

ON MANAGER BUTTON SCREEN:

1. Select Invoice History Button

Note: Here you can view, reprint or erase (Void) an invoice. Read further to find out how.

Invoice History

5
(Voiding a sale that has 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 Input Field]

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

Description	Quantity	Price	Dsc.%	Total
-------------	----------	-------	-------	-------

Bill To | Ship To | Note |

Quick Sale [Cyan Input Field]

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 void a completed sale, 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)

Invoice History

6
(Voiding a sale that has 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	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:

To void a completed sale, go to Manager Mode:

1. Touch Manager Button

Invoice History

7
(Voiding a sale that has 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 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

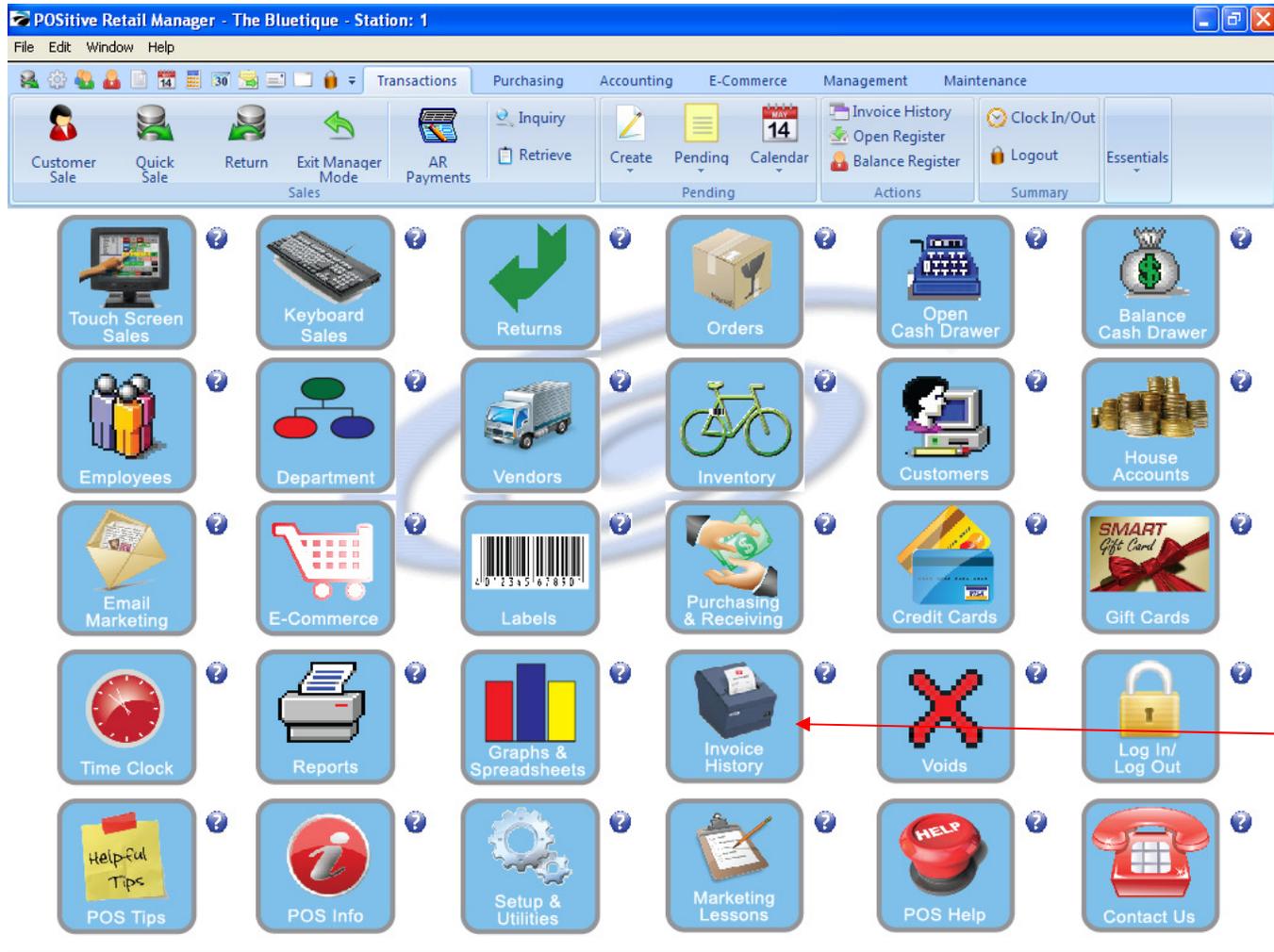
ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

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

Invoice History

8
(Voiding a sale that has been completed)



IN MANAGER MODE:

To view Invoice History, go to Invoice History.

1. Select Invoice History Button

Invoice History

9
(Voiding a sale that has been completed)

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

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

Invoice History

View

Reference #

Customer

Purchase Order #

Serial Number

Order Number

Properties

General

Bill To/Ship To

Notes

Prompts

General Ledger

Transaction Log

Service History

Documents

Actions

Make AR Payment

E-Mail

Void

Change PO Number

Query

Reset

Locate:

Clone Print Select Close

Invoice#	Station	Status	Date	Time	Customer	Invoice Total	Total (No Tax)	Tax 1	Tax 2
1370	1	Invoice	11/05/2010	2:43 PM	Quick Sale	1.00	1.00	0.00	0.00
1363	1	Invoice	11/02/2010	3:49 PM	Quick Sale	1.00	1.00	0.00	0.00
1349	1	Invoice	11/02/2010	2:03 PM	Quick Sale	1.00	1.00	0.00	0.00
1345	1	Invoice	11/02/2010	2:00 PM	Quick Sale	1.00	1.00	0.00	0.00
1343	1	Invoice	11/02/2010	1:59 PM	Quick Sale	1.00	1.00	0.00	0.00

SKU Description Qty B'Order Price Disc% Total T

BB BEVERAGE MISC----- 1.00 0.00 1.00 0.00 1.00 N

⊗ = Item returned on another Invoice

Sold To: Quick Sale

Header

Time: 2:43 PM Terms: NONE

Cashier: POS Sales ID: POS

Register: 1 PO:

Converted: No Show Costs Show Voids/Unused

Tender	Amount
Cash	1.00
SubTotal	1.00
SalesTax	0.00
Total	1.00

TO ERASE OR VOID INVOICE

Click on any invoices to see the details. (Cashier, Time of Sale, Register Number.)

To Void a Invoice:

1. Highlight the Invoice

2. Select **VOID** under Actions.

(NOTE: If you have already balanced your cash register for the day, you will not be able to void.)

Invoice History

10
(Voiding a sale that has been completed)

The screenshot shows the POSITIVE Retail Manager interface. The main window is titled "Invoice History" and displays a list of invoices. A dialog box titled "Enter Reason For Voiding This Invoice" is open, prompting the user to enter a reason for voiding. The reason entered is "Wrong Amount". The dialog box has two buttons: "OK [F10]" and "Cancel".

1. Enter the Reason you are voiding this Invoice

2. Select OK (F10)

Invoice#	Station	Status	Date	Time	Customer	Invoice Total	Total (No Tax)	Tax 1	Tax 2
1370	1	Invoice	11/05/2010	2:43 PM	Quick Sale	1.00	1.00	0.00	0.00
1363	1	Invoice	11/02/2010	3:49 PM	Quick Sale	1.00	1.00	0.00	0.00
1349	1	Invoice	11/02/2010	2:03 PM	Quick Sale	1.00	1.00	0.00	0.00
1345	1	Invoice	11/02/2010	2:00 PM	Quick Sale	1.00	1.00	0.00	0.00
1343	1	Invoice	11/02/2010	1:59 PM	Quick Sale	1.00	1.00	0.00	0.00

Date	Time	Description
11/05/2010	2:42:46PM	PDS started new Invoice, Quick Sale
11/05/2010	2:43:00PM	Changed Price BB, BEVERAGE MISC-----, From: 0.00, To: 1.00
11/05/2010	2:43:00PM	Added: BB, BEVERAGE MISC-----, Quantity: 1.00, Price: 1.00
11/05/2010	2:43:03PM	Cash Drawer Opened

TO ERASE OR VOID INVOICE

1. Enter the Reason you are voiding this Invoice
2. Select OK (F10)

Note: This option is only available for Teachers and Managers.

Invoice History

11
(Voiding a sale that has been completed)

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Invoice History

View

Reference #

- Customer
- Purchase Order #
- Serial Number
- Order Number

Properties

- General
- Bill To/Ship To
- Notes
- Prompts
- General Ledger
- Transaction Log
- Service History
- Documents

Actions

- Make AR Payment
- E-Mail
- Void
- Change PD Number
- Query
- Reset

Locate:

Invoice#	Station	Status	Date	Time	Customer	Invoice Total	Total (No Tax)	Tax 1	Tax 2
✓ 1743	1	Invoice	1/04/2011	5:55 PM	Quick Sale	18.49	17.50	0.99	0.00
✓ 1742	1	Invoice	1/04/2011	5:23 PM	Quick Sale	18.49	17.50	0.99	0.00
✓ 1741	1	Invoice	1/04/2011	5:22 PM	Quick Sale	18.49	17.50	0.99	0.00
✓ 1740	1	Invoice	1/04/2011	5:18 PM	Quick Sale	0.67	0.00	0.00	0.00
← 1724	1	Return	1/03/2011	7:02 PM	Quick Sale	-25.00	-25.00	0.00	0.00

SKU Description Qty B'Order Price Disc% Total T

✓ GIFTCERT				0.67	0.00	0.67		N
------------	--	--	--	------	------	------	--	---

Positive Alert!

You may use this voided Invoice as the basis for a new Invoice.
Do you want to create a new Invoice from this Voided Invoice?

Yes No Cancel

✗ = Item returned on another Invoice

Sold To: Quick Sale

Header

Time: 5:18 PM Terms: NONE

Cashier: POS Sales ID: POS

Register: 1 PO: Show Costs

Converted: No Show Voids/Unused

Tender	Amount
Cash	0.67
SubTotal:	0.67
SalesTax	0.00
Total:	0.67

TO ERASE OR VOID INVOICE

1. When the POSitive Alert appears, Select No. (This will exit you out of Invoice History)
2. Go back into Invoice History to make sure this invoice is gone.

Invoice History

12
(Voiding a sale that has been completed)

The screenshot shows the POSitive Retail Manager software interface. The main window is titled "Invoice History" and displays a list of invoices. The list has the following columns: Invoice#, Station, Status, Date, Time, Customer, Invoice Total, Total (No Tax), Tax 1, and Tax 2. The data rows are:

Invoice#	Station	Status	Date	Time	Customer	Invoice Total	Total (No Tax)	Tax 1	Tax 2
✓ 1744	1	Invoice	1/04/2011	5:58 PM	Quick Sale	17.49	16.50	0.99	0.00
✓ 1743	1	Invoice	1/04/2011	5:55 PM	Quick Sale	18.49	17.50	0.99	0.00
✓ 1742	1	Invoice	1/04/2011	5:23 PM	Quick Sale	18.49	17.50	0.99	0.00
✓ 1741	1	Invoice	1/04/2011	5:22 PM	Quick Sale	18.49	17.50	0.99	0.00
← 1724	1	Return	1/03/2011	7:02 PM	Quick Sale	-25.00	-25.00	0.00	0.00

Below the list, there is a detailed view for the selected invoice (1724). It shows the SKU (012) and Description (HOODIE MASCOT LOGO BLACK/LARGE) with a quantity of -1.00. The price is 25.00, and the total is -25.00. A note indicates "Return From Invoice: 1711".

The Actions panel on the left includes the following options:

- Make AR Payment
- E-Mail
- Void
- Change PD Number
- Query
- Reset

A red arrow points to the "Void" option in the Actions panel. A red number "1" is placed next to the arrow.

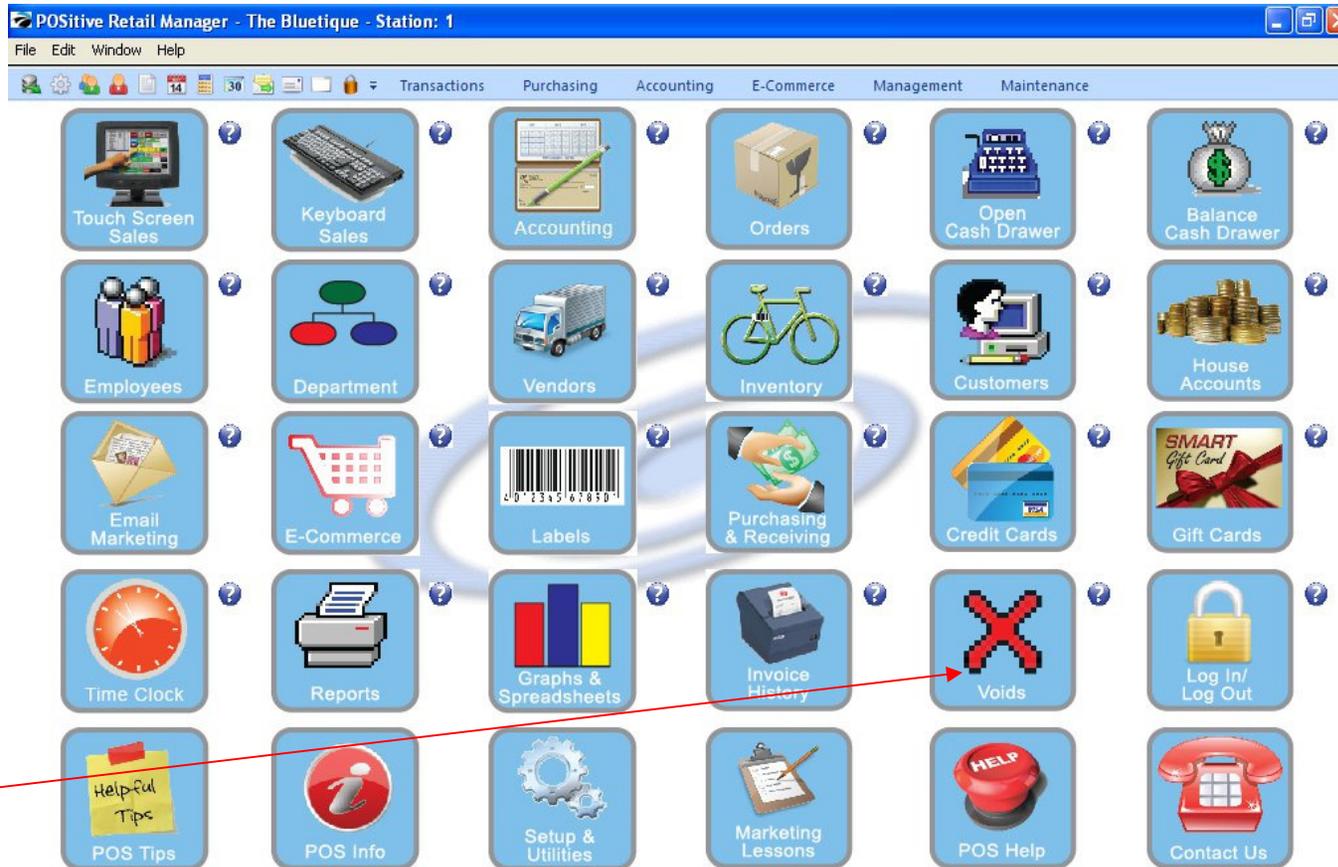
TO ERASE OR VOID INVOICE

1. Go Back to Invoice History & see invoice (#1740) is gone.

Invoice History

13

(Voiding a sale that has been completed)



TO SEE ERASED INVOICE:

1. Go to Manager Mode and Select Voids Button

Invoice History

14
(Voiding a sale that has been completed)

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

List Of Voided Invoices

Purge List [F5] Print List [F7] Close

Invoice	Date	Time	Sales ID	Reason
1740	1/07/2011	9:53 AM		training
1772	1/05/2011	6:03 PM	POS	
1791	1/07/2011	9:53 AM	POS	training
1792	1/07/2011	9:53 AM	POS	training

Transaction Date	Transaction Time	Description
1/04/2011	5:17 PM	POS started new Invoice, Quick Sale
1/04/2011	5:18 PM	Deleted: GIFTCERT, GIFT CARD, Quantity: 1.00, Price: 0.00
1/04/2011	5:18 PM	Changed Price GIFTCERT, Gift Certificate, From: 0.00, To: 0.00
1/04/2011	5:18 PM	Cash Drawer Opened
1/04/2011	5:18 PM	Cash In: 0.67
1/04/2011	5:18 PM	POS Completed Invoice, Quick Sale
1/07/2011	9:53 AM	POS voided this Invoice

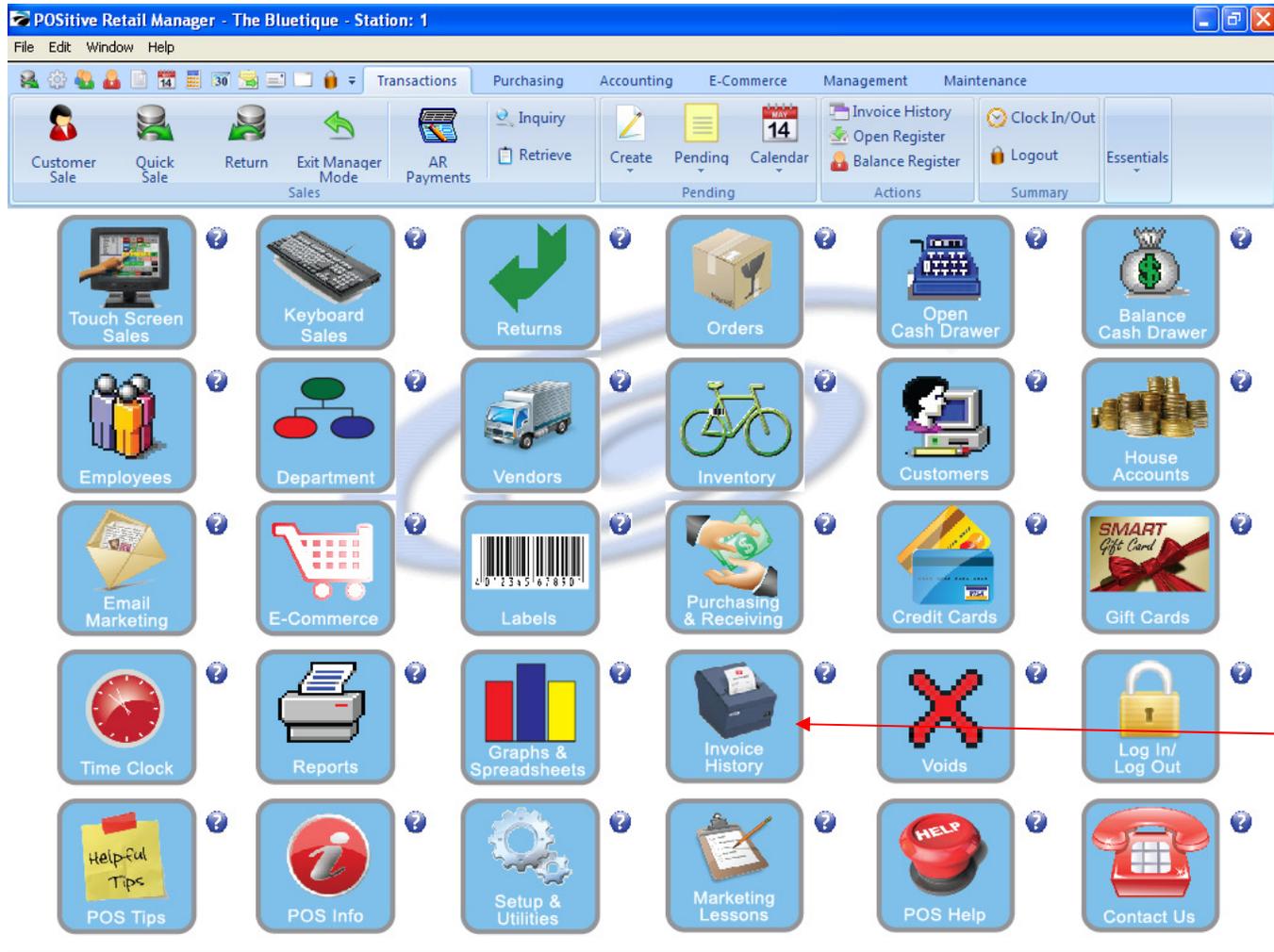
TO SEE ERASED INVOICE:

1. Voided Invoice #1740 appears.

Invoice History

15

(Voiding a sale that has been completed)



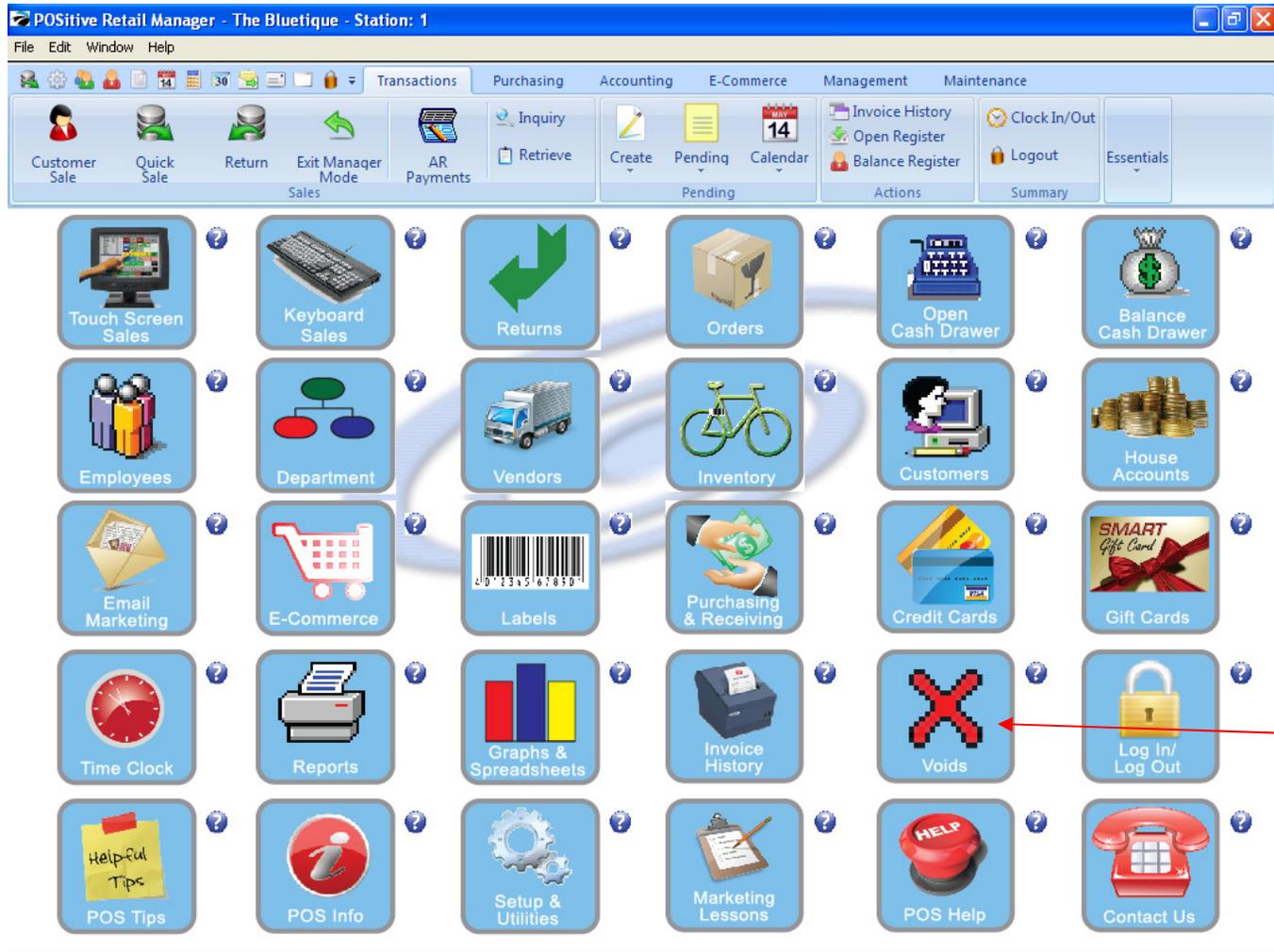
IN MANAGER MODE:

To print Invoice History, go to Invoice History.

1. Select Invoice History Button

Invoice History

17
(Voiding a sale that has been completed)



IN MANAGER MODE:

To view Voided & Unused invoices, go to VOIDS.

1. Select Voids Button

Invoice History

18
(Voiding a sale that has been completed)

1

2

3

Invoice	Date	Time	Sales ID	Reason
506	1/05/2011	1:06 PM	POS	
1519	12/15/2010	5:44 PM	POS	bad sale
1526	12/15/2010	5:47 PM	POS	
1527	12/15/2010	5:47 PM	POS	
1540	12/17/2010	11:01 AM	POS	
1544	12/17/2010	11:23 AM	POS	
1564	12/17/2010	11:57 AM	POS	
1566	12/17/2010	12:26 PM	POS	
1575	12/17/2010	2:37 PM	POS	
1577	12/17/2010	3:56 PM	POS	

Transaction Date	Transaction Time	Description
1/05/2011	1:06 PM	POS started new Invoice, Quick Sale
1/05/2011	1:06 PM	POS started new Invoice, Quick Sale
1/05/2011	1:06 PM	POS voided this Invoice before it was completed.

VOIDED & UNUSED INVOICES

Click on any invoices to see the details. (Cashier, Time of Sale, Register Number.):

1. Highlight the Invoice
2. See the transaction detail
3. Purge the List (F7) to delete from your POS System.