

How Do I Void the Last Item that Was Added to a Transaction?

This lesson will teach you how to void the last item that was added to a transaction.

Receipt Display



For various reasons, when ringing multiple items, you may find the need to void the last item added to the transaction. In this example, we will assume that the last item was accidentally scanned twice. To verify that the item was added twice touch the **Receipt Display** in the top right portion of the screen.

Receipt Display

Receipt Display

FISCAL SYSTEMS
102 COMMERCE CIRCLE
MADISON ALABAMA

001 John Doe Store: 0001
Register # 03. Receipt#: 2243
Thu Mar 29 2012 14:45:03

COFFEE 12 OZ \$0.59TX
000000000413
CHICKEN STRIPS \$3.19TX
000000000871
GRILLED CHICKEN \$2.79
000000000240
Bottled Water \$1.99TX
068274000065
Bottled Water \$1.99TX
068274000065

1
WAIT

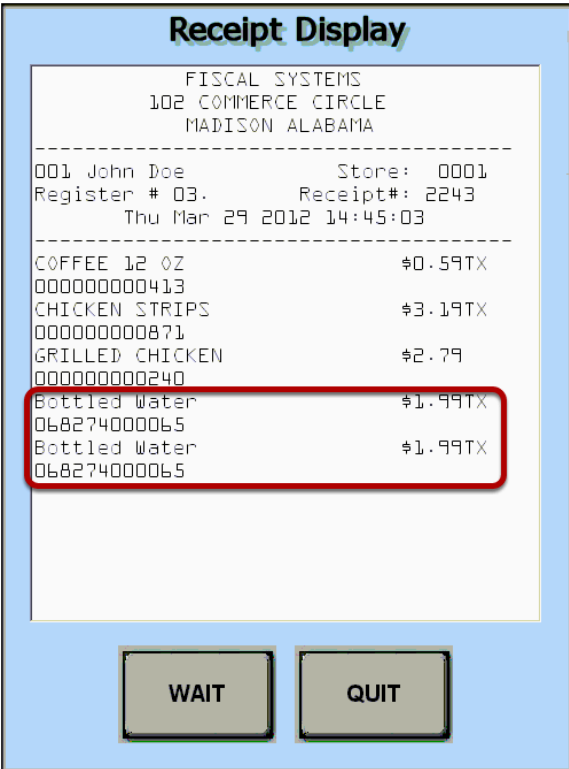
2
QUIT

This will display the full receipt for approximately 4 seconds.

(1) If you need more time to look at the receipt touch the **"Wait"** button.

(2) To exit the **Receipt Display** touch the **"Quit"** button.

Receipt Display



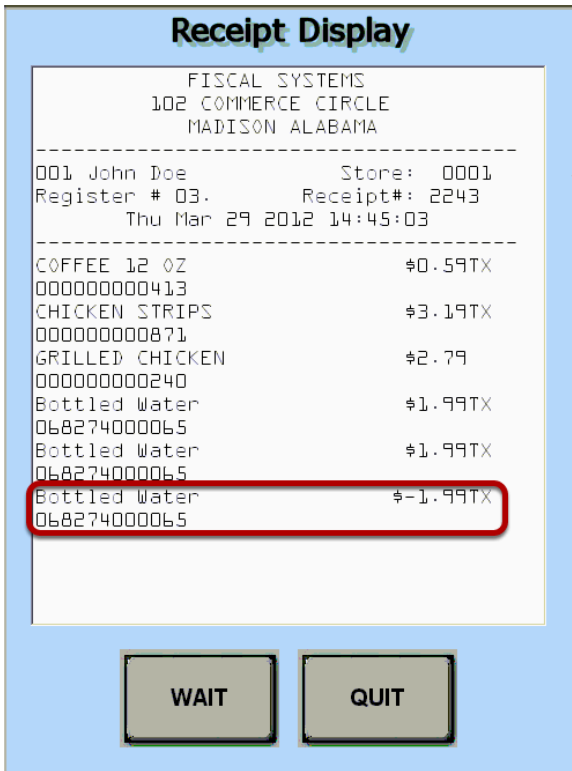
As you can see, the bottled water that was added last to the transaction was, in fact, rang twice.

Last Item Void



To void the last item (the 2nd bottled water in this case), touch the "**Last Item Void**" button.

Void Complete



As you can see, the last item has been voided from this transaction.
You can now proceed with the rest of the transaction.