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

Subtotal Amount Tendered Sale Amount Tax Amount Due:	total 11.11 punt Tendered 0.00 Amount 10.55 0.56 punt Due: 11.11	09.01.02-D09R Status: Sale in Progress NTWK: MWS/SC/CCL/FFS X Quantity - 1	ODDOODOODA71 GRILLED CHICKEN ODDOODOOD240 Bottled Water OLA274000065 Bottled Water	\$2.79 \$1.99TX \$1.99TX
		001 - John Doe Shift - 1 03/29/2012 02:45:58 PM		

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				
	OOL John Doe Register # O3. Re Thu Mar 29 2012	Store: 0001 ceipt#: 2243 l4:45:03			
	COFFEE 12 OZ 00000000413	================== ≑D.59TX			
	CHICKEN STRIPS GODOOOOO871 GRILLED CHICKEN	\$3.19TX			
	0000000240 Bottled Water	÷].99TX			
	068274000065 Bottled Water 068274000065	≑].99TX			
	00				
WAIT 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

Receipt Display				
FISCAL SYSTEMS DOZ COMMERCE CIRCLE MADISON ALABAMA	FISCAL SYSTEMS JOZ COMMERCE CIRCLE MADISON ALABAMA			
001 John Doe Store: 0001 Register # 03. Receipt#: 2243 Thu Mar 29 2012 14:45:03				
СОFFEE 12 ОZ \$D.59TX ПОПЛОПОЦИ 13				
CHICKEN STRIPS \$3.19TX 00000000071				
GRILLED CHICKEN \$2.79 00000000240 Rottlod Water \$1,997				
068274000065 Bottled Water \$1.99TX 068274000065				
WAIT QUIT				

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

Receipt	Display		
FISCAL S 102 COMMERC MADISON	FISCAL SYSTEMS LOZ COMMERCE CIRCLE MADISON ALABAMA		
OOl John Doe Register # O3. Thu Mar 29 20	Store: 000l Receipt#: 2243 l2 l4:45:03		
COFFEE 12 0Z 00000000413	\$D.59TX		
CHICKEN STRIPS DODODODOB71 GRILLED CHICKEN	\$3.19TX \$2.79		
000000000240 Bottled Water 068274000065	≑l.99T×		
Bottled Water 068274000065	\$].99TX		
068274000065	×1LL • T - č		
WAIT			
WAIT			

As you can see, the last item has been voided from this transaction.

You can now proceed with the rest of the transaction.