

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

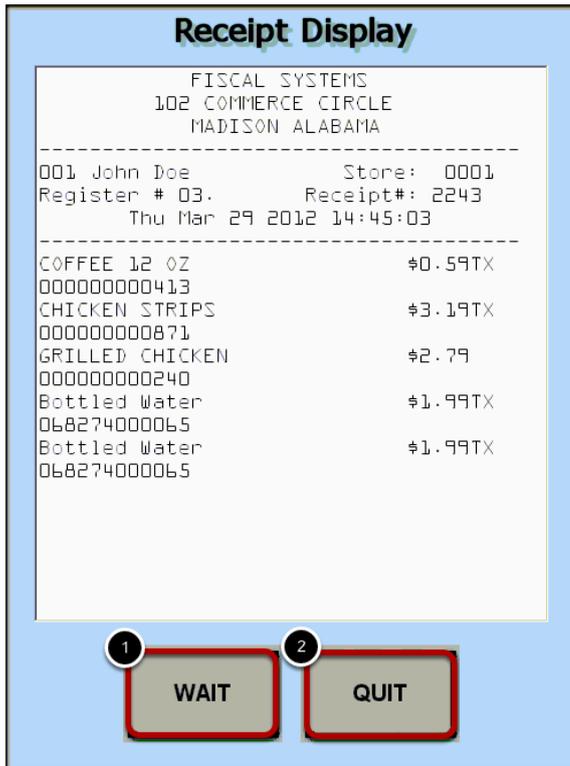
This lesson will teach you how to void the last item that was added to a transaction.

## Receipt Display

|                 |       |                          |                 |          |
|-----------------|-------|--------------------------|-----------------|----------|
| Subtotal        | 11.11 | 09.01.02-D09R            | 000000000871    |          |
| Amount Tendered | 0.00  | Status: Sale in Progress | GRILLED CHICKEN | \$2.79   |
| Sale Amount     | 10.55 |                          | 000000000240    |          |
| Tax             | 0.56  | NTWK: MWS/SC/CCL/FFS     | Bottled Water   | \$1.99TX |
| Amount Due:     | 11.11 | X Quantity - 1           | 068274000065    |          |
|                 |       | 001 - John Doe           | Bottled Water   | \$1.99TX |
|                 |       | Shift - 1                | 068274000065    |          |
|                 |       | 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.

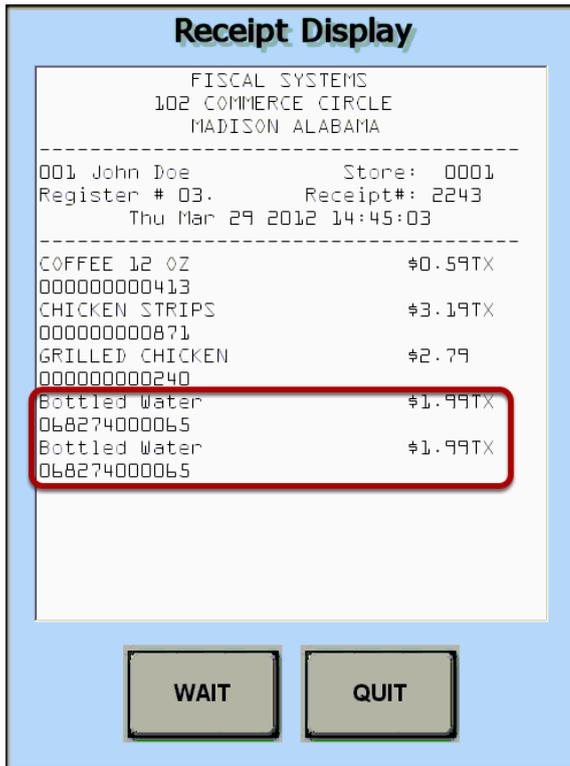
# Receipt Display



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



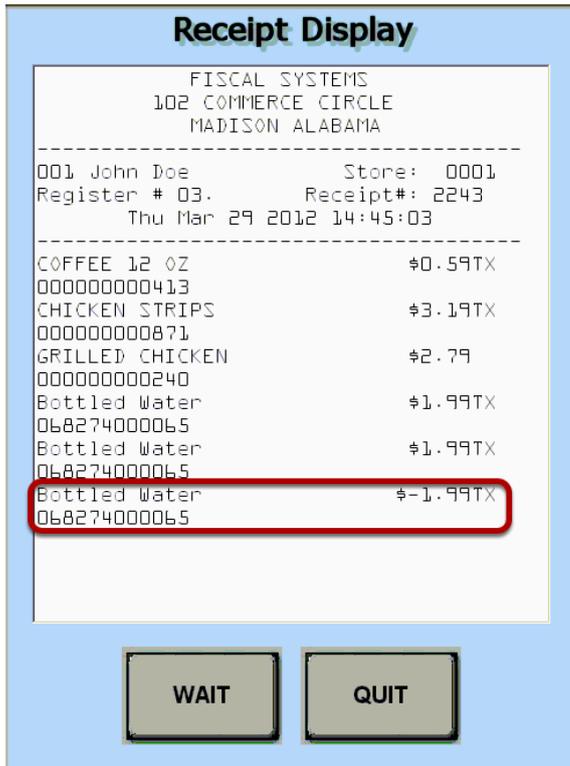
As you can see, the bottled water that was added last to the transaction was, in fact, rang twice.

## 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.