

# Voids at F&B Point of Sale

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## Voiding Items Assigned to a Table

- 1. From the F&B POS log into the till
- 2. Select the table or open the bill you wish to void an item from.
- 3. Select 'Void Item'

			- ESP	(Table BT	10) - Subtl 5	1.95			
1 Burger & Chips Beef Buger & Chips	12.00		Beverage	Food					
1 Burger & Chips Beef Buger & Chips 1 Chicken Leek Pie Chicken And Leek Pie 1 Pint of London Pri 1 Pint of DERONY	12.00 10.95 . 5.00 6.00				Test	Champs			
1 Pint of PERONI	6.00		Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9	Red Wine	Rose Wine	White Wine				Snacks
1	2	3	Mixers	Postmix	Soft Bottl				Hot Drinks
0	00	<b>c</b> %	Action	Bookings	HD Lovalty	Function Food	Levy Top	Sub	total
					Void Item	Identify Customer	He Tra	old ans	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	que
				No Sale	ltem List	Credit Payment	Debit Card	Ca	ish
				Tat	bles	Credit Balance	Messages	Cre Acc	edit

4. A list of all the items on the bill will now appear.

			- ESP	(Table BT	10) Subtl 5	1.95			
1 Burger & Chips Beef Buger & Chips 1 Burger & Chips Beef Buger & Chips 1 Chicken Leek Pie Chicken And Leek Pie 1 Pint of London Pri 1 Pint of London Pri	12.00 12.00 10.95 5.00	Select Iter	Beverage	Food	Test	Champs.			
1 Pint of PERONI 1 Pint of PERONI	6.00 6.00	0	1 Burger & Chip	s	12.00		Spirits	Spirits	
7	8		**Skinny Chips	5 **					Snacks
4	5	9	1 Burger & Chip	os	12.00				
1	2		**Chunky Chip	os **					Hot Drinks
0	00	<b>°</b>	1 Chicken Leek	Pie	10.95		Levy Top	Sub	total
		0	1 Pint of Londor	n Pri	5.00				
		9	1 Pint of PERON	II	6.00		Hi Tr	old ans	Enter
		0	1 Pint of PERON		6.00		Rec	reint	Enter
									Lints
			ок		Cancel		Credit Card	Che	que
				No Sale	ltem List	Credit Payment	Debit Card	Ca	nsh
				Ta	bles	Credit Balance	Messages	Cri Acc	edit ount

5. To remove an item for the list, select the green tick next to the item.



This will now remove the item from the bill.

			- ESP (Tal	ole BT	10) - Subtl 5	1.95			
1 Burger & Chins	12 00		Beverage	ood					
Beef Buger & Chips 1 Burger & Chips Beef Buger & Chips 1 Chicken Leek Pie	12.00				Test	Champs			
Chicken And Leek Pie 1 Pint of London Pri 1 Pint of PERONI	5.00 6.00	Select Item	1			- a ×			
1 Pint of PERONI	6.00	8	1 Burger & Chips		12.00		Spirits	Spirits	
7	8		**Skinny Chips	**					Snacks
4	5	0	1 Burger & Chips		12.00				Shacks
1	2		**Chunky Chips	**					Hot Drinks
0	00	0	1 Chicken Leek Pie		10.95		Levy	Sub	ototal
		0	1 Pint of London P	ri	5.00		Top		
		0	1 Pint of PERONI		6.00		He Tr	old ans	Enter
		۲	1 Pint of PERONI		6.00				
							Rec	eipt	Enter
			🗸 ок		Cancel		Credit Card	Che	eque
Carlos a					in an	Contin	- Data		
				Sale	List	Payment	Card	Ci	ash
				Tal	oles	Credit Balance	Messages	Cri Acc	edit ount



A green tick means the item is on the bill.

A red cross means this item has been removed from the bill.

6. Once you have removed the items, select OK.

			- ESP	(Table BT	10) - Subtl 3	9.95			
Beet Buger & Chips 1 Chicken Leek Pie	10.95	^	Beverage	Food					
Chicken And Leek Pie 1 Pint of London Pri 1 Pint of PERONI 1 Pint of PERONI ** RETURNED ** -1 Burger & Chips	5.00 5.00 5.00 -12.00				Test	Champs			
Beef Buger & Chips 7 BAL DUE	I 39.95	>	Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9	Red Wine	Rose Wine	White Wine				Snacks
4	5	6	Mixers	Postmix	Soft Bottl				Hot Drinks
0	00	с %	Action	Bookings	HD Loyalty	Function Food	Levy Top	Sub	total
					Void Item	Identify Customer	Ho Tra	old ans	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	que
				No Sale	ltem List	Credit Payment	Debit Card	Ce	ish
				Tat	bles	Credit Balance	Messages	Cre Acc	edit punt

7. You can now continue to process other transactions.



#### Voiding Items

- 1. From the F&B POS log into the till
- 2. Ring through the items you are selling at the bar.

			Pint	of Coc	ors	- ESP -	4.95				
1 Pint of London Pri 5.00					Beverage	Food					
1 Phit of Coors 4.95 Coors Light					Test	Champs					
	_	_			Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7			9		Red Wine	Rose Wine	White Wine				Snacks
4	2		3		Mixers	Postmix	Soft Bottl				Hot Drinks
0	00	)	с	%	Action	Bookings	HD Loyalty	Function Food	Levy Subtota		total
PERONI	London Pride	Coors Light					Void Item	Identify Customer	He Tra	old ans	Enter
						Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
						Discount %	Discount Amount		Credit Card	Che	que
						No Sale	ltem List	Credit Payment	Debit Card	Ca	nsh
						Tat	bles	Credit Balance	Messages	Cre Acc	edit ount

- 3. To remove the last item from the bill, select void item.
- 4. If you want to remove further items, select void item again and you will be presented with the void item list.

Removing an item which is not the last item on the list:

Select subtotal > void item > the void item list will appear, and you can void in exactly the same way as above.



### Voiding the Entire Bill

- 1. Log into the till and select the bill you wish to void.
- 2. Once you have the bill open, press and hold the 'Void Item' button.

			- ESP	(Table BT	11) Subtl 1	7.90			
1 Fint of Coke Coca Cola	3.50	^	Beverage	Food					
Coca Cola 1 Hot Drink 1 Hot Drink 1 Carrot Cake	2.50 2.50 2.95				Test	Champs			
l Carrot Cake Carrot Cake	2.95		Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9	Red Wine	Rose Wine	White Wine				Snacks
1	2	3	Mixers	Postmix	Soft Bottl				Hot Drinks
0	00	с %	Action	Bookings	HD Lovalty	Function Food	Levy Top	Sub	total
					Void Item	Identify Customer	He Tra	old ans	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	que
				No Sale	ltem List	Credit Payment	Debit Card	Ce	ish
				Tat	bles	Credit Balance	Messages	Cre Acc	edit punt

3. The following menu will appear. To void the whole bill, select 'Ok'.



4. You have now cleared the entire bill.



## **Kitchen Printing**

1. If you have printing to a kitchen printer or dispense printer enabled, you will see printer icons next to the item (in the Void Item menu).





The printer with the green tick means that this item has been sent to the kitchen printer.

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The printer with the red cross means that this item has not been sent to the printer and if removed, it will not print.

#### **Preview Bill**

1. Double click in the preview window to view a large copy of the current bill

			- ESP	(Table BT	10) - Subtl 5	1.95			
l Burger & Chips Beef Buger & Chips	12.00		Beverage	Food					
l Burger & Chips Beef Buger & Chips l Chicken Leek Pie Chicken And Leek Pie l Pint of London Pri	12.00 10.95 5.00	*			Test	Champs			
1 Pint of PERONI 1 Pint of PERONI	6.00 6.00	-	Aic Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9	Pad Wine	Porto Wilson	White Wine				Sucche

