

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

SHORTCUTS FUSION

END OF DAY

VOIDING A TRANSACTION

HOME & MOBILE

BEAUTY



it suits you

Last updated 21 July 2016

By Erin Lewis

Product: Shortcuts Fusion

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Country: Australia

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ABOUT THIS DOCUMENT

The void feature allows you to easily make corrections to your transactions, while maintaining a full record of your transactional data. When you void a transaction, the values are adjusted as if the sale was never processed but the details remain in the transaction list.

For example, you may wish to use the void feature if the incorrect service has been checked out. You can then process the correct transaction if necessary. This ensures that any errors can be corrected, and your business takings will be calculated accurately.

VOIDING A TRANSACTION

- 1 Click on the **main** menu.
- 2 Click on the **Point of Sale** icon.
- 3 Click on the **transactions** icon.




Clients

#Walkin

Not a member of a club or program.

Remove Client



Trans# 12

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Discount 0.00

TIP 0.00

Sales Total 0.00

GST 0.00

Redemptions 0.00

Amount Owing 0.00

Payment Received 0.00

Change 0.00

Card

Quote

History

No Sale

SHORTCUTS

12:56 PM
Tue, 1 Mar '16

1 Main

Appointments

Arrivals

Walkin Manager

2 Point Of Sale

Clients

Performance

Exit

Tools

Stock

Setup

Anna Owner
Log Off

- A** You can use the filter button to help you find a specific transaction.
- 4** Right click on the transaction you want to void.
- 5** Select **void**.
- 6** Click **yes** to proceed.
- 7** Enter the reason for voiding the transaction.
- 8** Click **done**.

Point of Sale Transactions [Tue 1 Mar 2016]

#	Transaction	Amount	Total
1	Ingrid Foley	Cash \$45.00	\$45.00
2	Brooke	Cash \$105.00	\$105.00
3	Jerry Clark	Cash \$40.00	\$40.00
4	Jamie Lee	Visa \$55.00	\$55.00
5	Hannah Ar	Amex \$270.15	\$270.15
6	#WALK IN	Visa \$173.00	\$173.00
7	#WALK IN	Cash \$95.00	\$95.00
8	#WALK IN	MasterCard \$368.45	\$368.45
9	Veronica Darcy	EFTPOS \$80.00	\$80.00
10	Natalie Anderson	MasterCard \$89.00	\$89.00
11	James King	Visa \$20.00	\$20.00
12	Danielle Moore	Cash \$100.00	\$100.00

Transaction List
Transaction Totals

Employee

Payment

Delete

History

Filter **A**

End Of Day

Data

Enter Void Reason

Enter reason for voiding transaction

Wrong service **7**

8
Done

Cancel

Information - Shortcuts Point of Sale

Voiding a transaction will void all histories relating to this transaction and update product counts. This process cannot be reversed. Proceed?

6
Yes

No

VIEWING THE VOIDED TRANSACTIONS REPORT

- 1 Click on the **tools** menu.
- 2 Click on the **reports** icon.
- 3 Double click to expand the transactions category.
- 4 Select **voided transactions**.
- 5 Click **view**.
- 6 Select the date range you wish to view in the report.
- 7 Click **view**.

The screenshot displays a software interface for generating reports. On the left, a 'Reports' menu is expanded to show various categories: Services, Stock, and Transactions. The 'Transactions' category is further expanded to list specific report types, with 'Voided Transactions' selected. Below the menu, there are options to 'Show Me...' and 'Inactive'. In the center, a 'Report Information' panel provides a description of the report: 'This report lists all transactions that were voided within the date range, along with who it was voided by and the reason given. All voided items and amounts will be shown also.' Below this, there is a 'Status' section with a checked 'Active' option. On the right, a 'Tools' sidebar contains icons for Reports, Backup, Marketing, Roster, Log, Attendance, and Support and Logins. At the bottom, a 'Date Range' dialog is open, showing a list of 'Ranges' (Current, Day, Week, Fortnight, Month, Quarter, Half Year, Year, Financial Year, Last, Next) and a 'Please enter the date range for this report' section with fields for 'Reference' (Tuesday, 5 April 2016), 'From' (Monday, 7 March 2016), and 'To' (Tuesday, 5 April 2016). A 'View' button is visible in the bottom right corner of the dialog.

A

A list of voided transactions will be displayed, including the reasons for the voids.

powered by crystal

Voiced Transactions

From Monday, 7 March, 2016
To Tuesday, 5 April, 2016
Time Period 30 Days (4.3 Weeks) My Salon

Original Sale	Trans #	Client	Amount	Paid By	Operator (Terminal)	Employees	Void Reason
10/03/2016 11:31AM	5	Brooke James	\$45.00	MasterCard	Anna (AUSNB067)		
Voiced: 5/04/2016 11:51AM	Trans # 4 by Anna (AUSNB067)						Wrong Service
		Full Leg IPL	\$45.00		Kate		
21/03/2016 12:02PM	7	Patrida Lawson	\$55.00	Cash	Anna (AUSNB067)		
Voiced: 5/04/2016 11:49AM	Trans # 3 by Anna (AUSNB067)						Wrong service
		Ladies Style Cut	\$55.00		Anna		
22/03/2016 11:58AM	1	Jessie Walker	\$50.00	Cash	Anna (AUSNB067)		
Voiced: 5/04/2016 11:48AM	Trans # 2 by Anna (AUSNB067)						Wrong service
		Rehydrating Facial	\$50.00		Anna		
4/04/2016 12:12PM	6	Fiona Smith	\$30.00	EFTPOS	Anna (AUSNB067)		
Voiced: 5/04/2016 11:47AM	Trans # 1 by Anna (AUSNB067)						Wrong service
		Full Body Tan	\$30.00		Chris		
Total Amount Voiced:			\$180.00				

Navigation icons: Back, Search, Zoom, Previous, Next, Setup, Print, Export, Done

SHORTCUTS
11:59 AM
Tue, 5 Apr '16
Main
Tools
Reports
Backup
Marketing
Roster
Log
Attendance
Support and Logins
Stock
Setup
Anna Owner
Log Off



SHORTCUTS™

SMARTER BUSINESS TECHNOLOGY

it suits you

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