



# Voids at F&B Point of Sale

## Table of Contents

Voiding Items Assigned to a Table .....	2
Voiding Items.....	4
Voiding the Entire Bill .....	5
Kitchen Printing .....	6
Preview Bill.....	6
.....	6

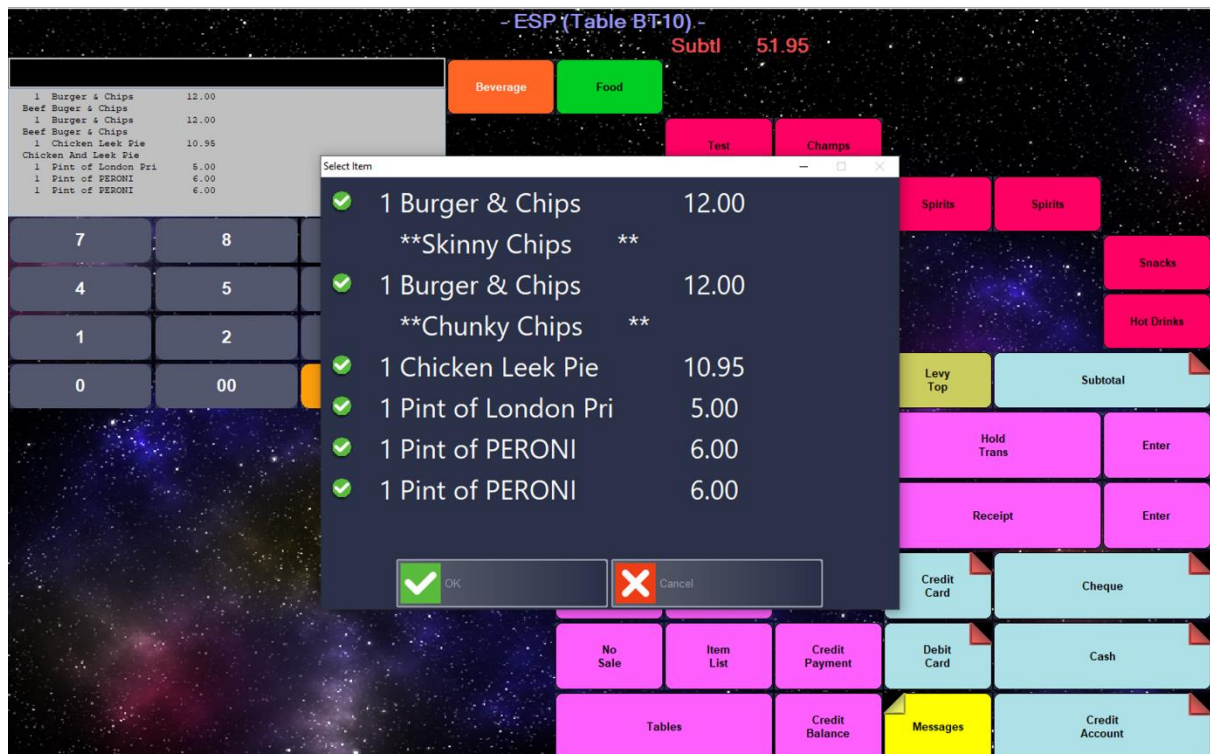


## Voiding Items Assigned to a Table

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'



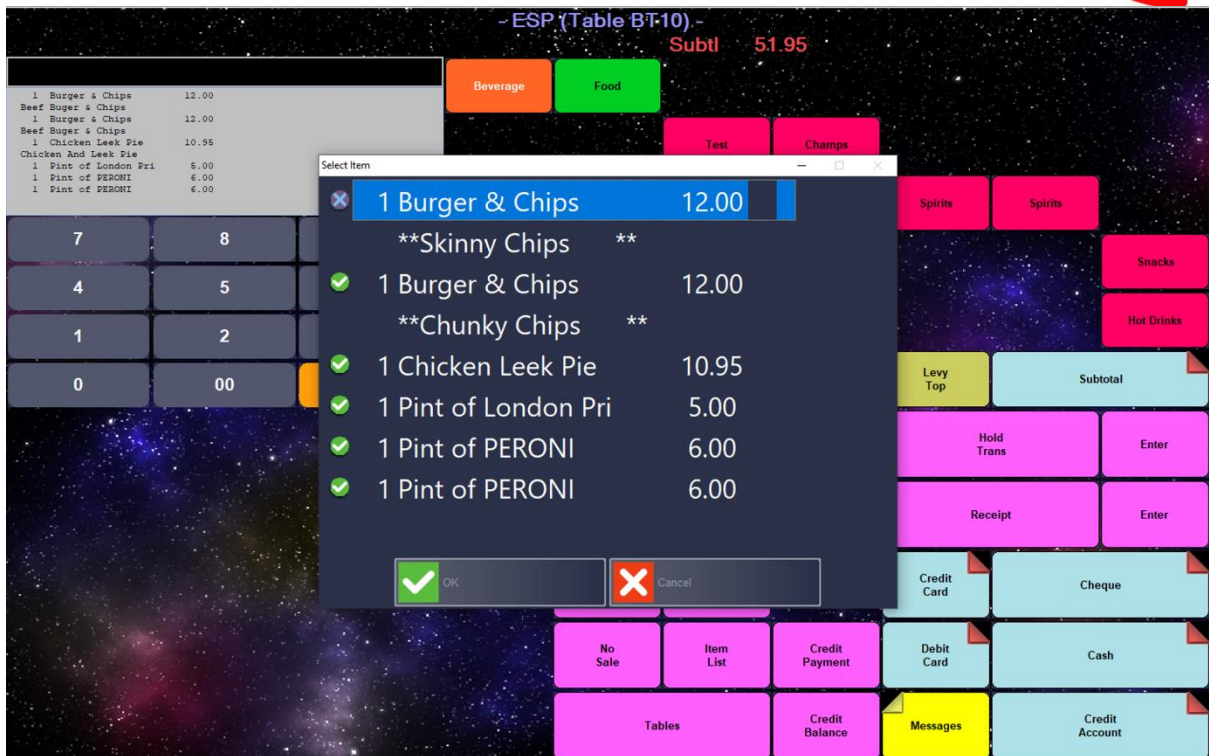
4. A list of all the items on the bill will now appear.



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.



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.



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.



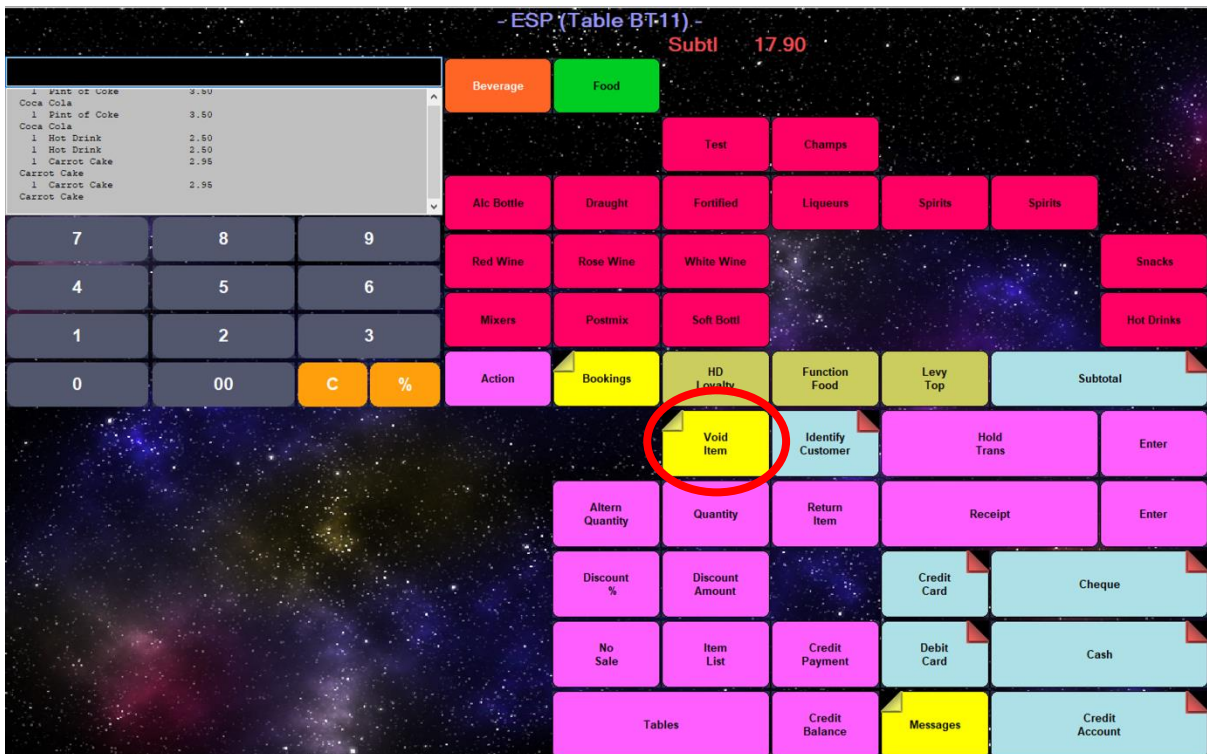
3. To remove the last item from the bill, select void item.
4. If you want to remove further items, select void item again and you will be presented with the void item list.

**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.

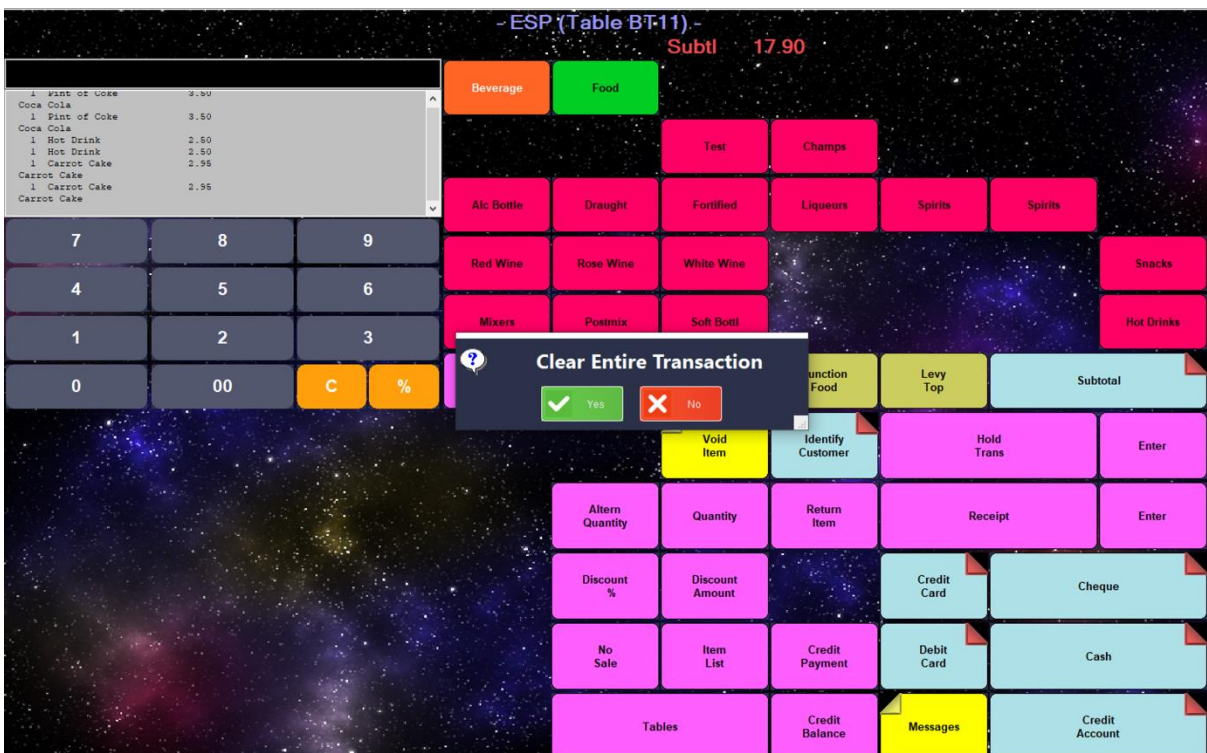


## Voiding the Entire Bill

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.



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.



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

