

How to Return a Single Item for Voucher Refund

To return a single item for voucher refund:

1. Log in to till as manager
2. Scan item to be returned, or use PLU function to find item to be returned and ring up
3. Press Manager
4. Press Refund Item
5. Select yes to refund last item rung up
6. Press exit when offered payment refund methods
7. Select specials menu and type in amount of gift certificate and then press voucher button
8. Press subtotal and cash to clear, the total will be 0 but cash off to close