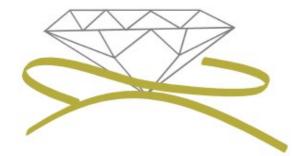
# The Jewellery Shopkeeper





# Point Of Sale MANUAL ONE

- Zipsale, Zipsale Return
- Customers, Payments
- Customer Sale, Customer Return

Revised August 2016

## **CONTENTS**

- Opening JSK
- Outer Menu Navigation
- <u>Zipsale</u>
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- Adding a Customer
- <u>Customer Payment</u>
- <u>Customer Sale</u>
- <u>Return of Customer Sale</u>

#### **OPENING JSK**





JSK ICON

• To open JSK, double left-click on the JSK icon

🖨 Shopkeeper	(A)
Using username "jskuser". jskuser@try.myjsk.net's password: 📲	*

• Type in your password (you wont see anything type on the screen) then press Enter.

# **OUTER MENU – NAVIGATION**

	lery Shopkeeper (Plus) OUTER MENU Prof#1 Loc.A .26/04/16 0
	Inventory Sales Purchases General Data Orders Reprint Quit O
000000000000000000000000000000000000000	000000000000000000000000000000000000000
	+ Quote of the Day, from myJSK+
	"When you're finished changing,
	you're finished." Benjamin
	Franklin
	+

• This is the Outer Menu as it is labelled on the top of the screen.

\* Press Esc until you return to this menu to navigate between Sales, Inventory, etc.

• Use the arrow keys on your keyboard to navigate through the menus. The mouse will not work!

# **ZIPSALE**

A Zipsale is used to process a quick sale where it is not necessary to save the customer's personal details; a watch battery for example.

Inventor Sale				
"Whe	luote of the D	shed changing,	1	
you I	're finished. Frank			
<b>.</b>			‡	

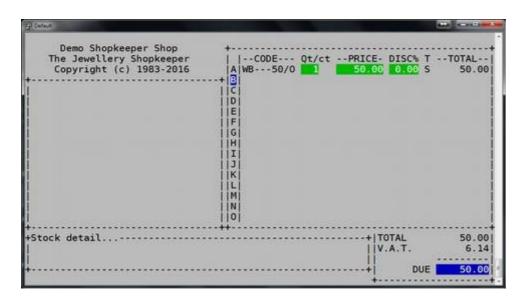
• From the Outer Menu, Enter on 'Sales'.

XIT	File maint.	Transactions	Reports	Procedures	Zipsale	Orders
					$\overline{}$	

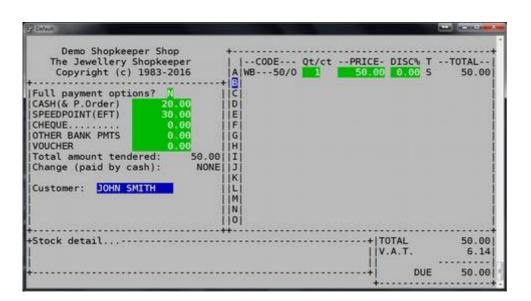
• Use the right arrow key to move the highlight to 'Zipsale' and press Enter or press Z

Demo Shopkeeper Shop The Jewellery Shopkeeper Copyright (c) 1983-2016	CODE Qty	PRICE- DISC% TTOT	AL
	-+ B		
	D		
	F		
	H		
	0  -++		
ock detail rice lookup code	Bin: 0	+ TOTAL   V.A.T.	
atch Battery			

• Scan or type in the stock code. Adjust quantity, price and discount as necessary by editing the field and pressing <Enter> to get to the next



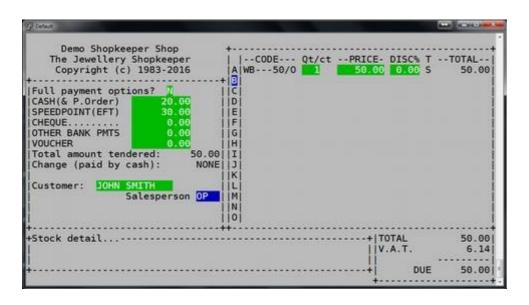
- Scan or type in a second item for the invoice on line B, etc.
- If no more items, press Enter to get to the total "Due", where an overall discount for multiple items may be entered.



• Type in the correct amount/s paid next to the payment type, then press Enter

> \* eg. **R20** paid by **cash**, and **R30** paid by **speedpoint**

• Type in the customer's name (or the name on the credit card). This can help find the sale if there is an issue in the future, or the customer has lost their invoice. This field may not be left blank!



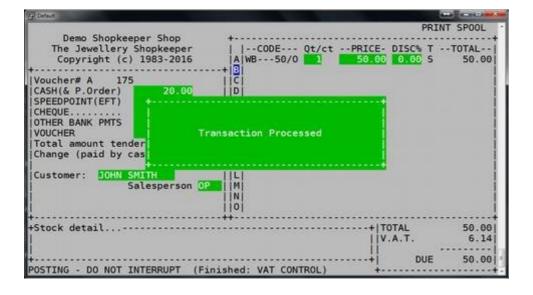
• Type in the salesman initials (keep these standard at two letters)



- If you are confident about the entries, Enter on 'Y' for 'Yes'
- If you have made a mistake, type a - (minus sign) which will take you back to the code entry, but will save all your previously entered information (see hints at the bottom of the screen – these are always there to help you!)



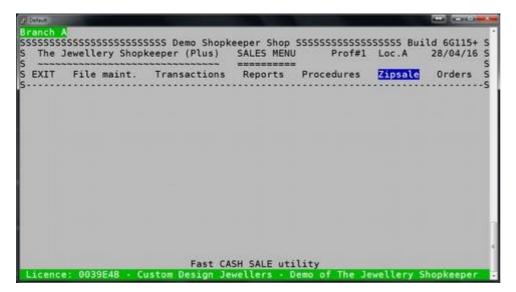
• Enter on 'V' to print a 'Voucher'



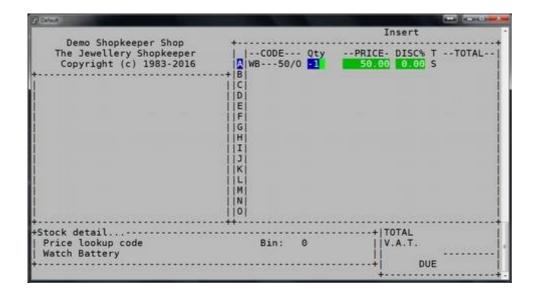
• Wait for the "Transaction Processed" message to disappear. You will then have the option to reprint, or print a quick "Insurance Valuation" copy.

#### **RETURN of Zipsale**

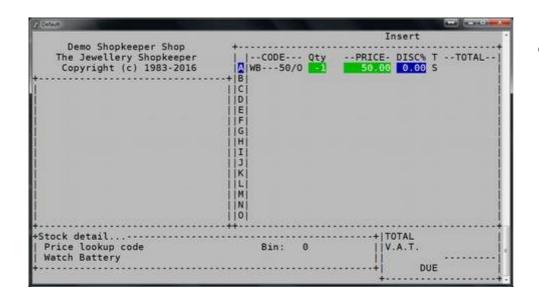
If a sale was done by Zipsale and needs to be returned, use the following method.



 From the Outer Menu, go to Sales -> Zipsale

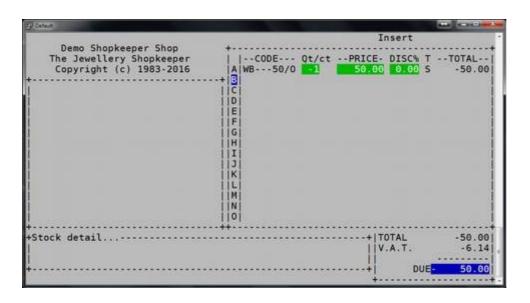


• Type in the stock code of the item you wish to return and press Enter. If it is a merchandise code, you will be prompted at the bottom of the screen if you wish to "return to stock", press Y for 'Yes' to accept. For standard stock, type a "-1" at 'Qty'

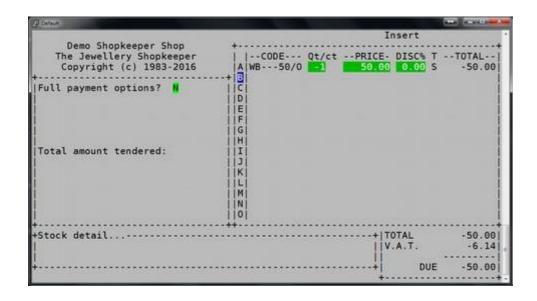


• At "DISC%" only type in a percentage if you wish to refund the customer less than what they paid for the item.

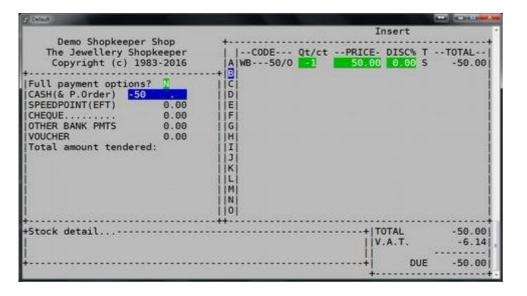
If discount was given on a merchandise item when the sale was made, the discounted price would already be shown.



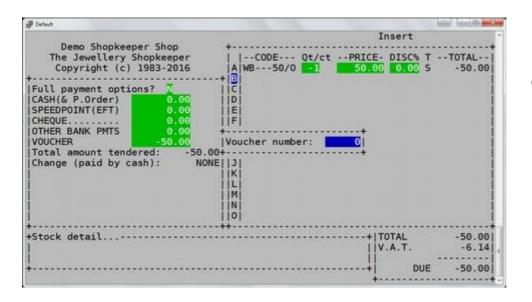
- Type in the next code to be returned on line B, or press Enter to continue.
- At "Due" edit the total refunded amount, or press Enter to accept.



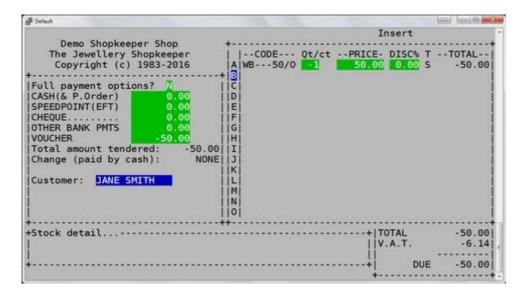
 "Full payment options" offers payment or refunds in foreign currency. Alternatively always Enter on N for No. (It is possible to remove this option by request to Shopkeeper Solutions.)



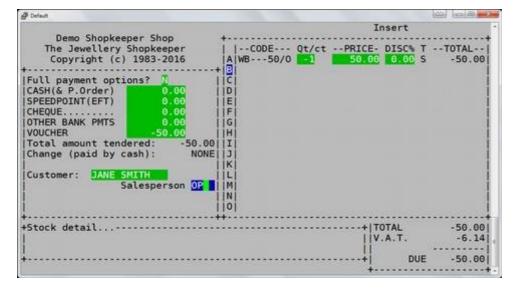
- \*\*\*NB\*\*\* Ensure you type a minus sign! ("-")
- Type in a minus sign (-) and the amount to be refunded next to the method which the refund will be made.



• If refunding by voucher, you will be asked for a voucher number. Always make sure that the "Change" is "NONE" (unless refunding in cash)



• Press Enter until "Customer" where it is very important to put the customer's name in case there is a query later

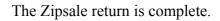


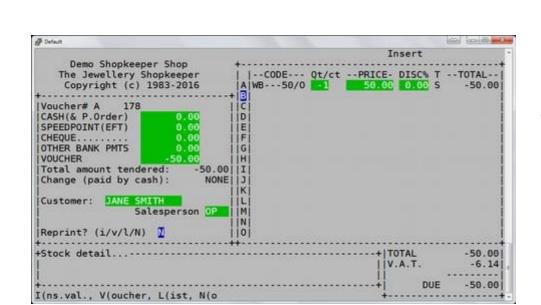
• Type in your salesman initials. (Remember to keep your initials the same for reporting purposes)

- Default Insert
  A WB---50/0 1 50.00 0.00
  C 100 100 - 00 - X Demo Shopkeeper Shop The Jewellery Shopkeeper Copyright (c) 1983-2016 -- TOTAL -Т 9 -50.00 Full payment options? CASH(& P.Order) D SPEEDPOINT(EFT) FG CHEOUE. OTHER BANK PMTS VOUCHER H Total amount tendered: I 50.00 Change (paid by cash): NONE J IK Customer: JANE SMITH E Salesperson OP M N Okay? (Y/n/-/c) ) 10 +ITOTAL -50.00 +Stock detail...----V.A.T. -6.14 DUE -50.00 Y(es, N(o, -(re-do from start, C(ancel .....
- If the details are correct, Enter on 'Y' for 'Yes'. Otherwise, type "N" to go back to the payment, on a "-" (minus sign) to go back to the stock codes. Type a "C" for 'Cancel'

- Default 100 (11 (3) (6) -Insert Demo Shopkeeper Shop The Jewellery Shopkeeper Copyright (c) 1983-2016 |--CODE--- Qt/ct --PRICE-DISC% -- TOTAL --A WB---50/0 S -50.00 0.00 |Full payment options? |CASH(& P.Order) D SPEEDPOINT(EFT) E j F CHEQUE ... OTHER BANK PMTS G VOUCHER H Total amount tendered: -50.00 I Change (paid by cash): NONE J K Customer: DANE SMITH Salesperson 0 1M N 10 I.V.L.S.C 🚺 +Stock detail TOTAL -50.00 V.A.T. -6.14 DUE -50.00 I(ns.val & vouch, V(oucher, L(ist, S(kip, C(ancel
- Enter on 'V' for Voucher to print to your invoice printer, 'S' skips the printing but accepts the sale, 'C' cancels the sale.

• You are able to reprint by typing the letter "V", print a quick Insurance Valuation with the letter "I", or Enter on 'N' for No to end the return.





#### **ADDING A CUSTOMER**

This can be done when doing a sale (not by Zipsale) – see "Sales  $\rightarrow$  Transactions  $\rightarrow$  Sale", or it may be done beforehand:

FUTT					-	-	10
EXIT	File maint.	Transactions	Reports	Procedures	Zipsale	Urders	3
	Data Search Foreign xc HP inst. ec Purge cust Remove cus: Show HP in: Journal ed Name/Cell Blacklist4	hng dit t. st. it fix					

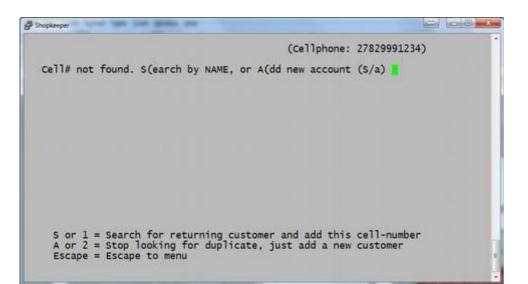
• From the Outer menu → Sales → File maint. → Customers

~~~~		keeper (Plus)		Prof#1	Loc.A	14/08/16
EXIT	File maint.	Transactions	Reports	Procedures	Zipsale	Orders
		Appro. Duplicate Expense GiftVchrs Lay-bye Insur.Inv Jrnl/Adj. Payment Quote/PFI Returns Sale Tour Sale View				

• Alternatively add the customer directly when performing the sale

Account	name,	number	SALES or cel	INVOI lphone	CE No. 082 999	1234	_		

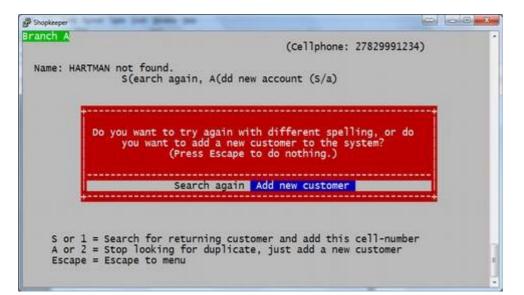
- Always search for the cellphone number first.
- Type in the cellphone number and press Enter.



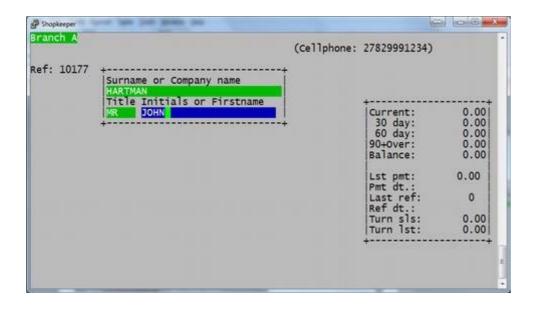
- If the cellphone number is not found, we recommend you type S to Search for the client by surname, or type A to immediately Add a new client.
- Type the first few letters of the surname and use the up and down arrow keys to search for the correct customer.

	(Cell#: 27829	991234 not found!)
Account NAME or account number 🗧	мттн	
A/C # Name	BrTC Address	pan>
10175 SMITH, MR ANDREW 10021 SMITH, MR JOHN 10118 SMITH, MR LARRY 10160 SMITH, MRS JANE	A D CITE 9 JULIET :	IMM
10161 SMITH, MRS JANICE	A C	
10174 SMITH, MS NORMA 10049 SMUTS, MR EUGENE 10121 SMUTS, MR JAN	A C A C	

- Type in the customer surname and press Enter. If there are multiple options, scroll to select the correct customer, or press Esc to add new
- Use the right arrow key on your keyboard to scroll through additional customer information.



• If the customer surname is not found, press "A" to Add a new client, and "A" again to confirm



Shopkeeper Branch A

Ref: 10177

Name HART

Address

(Converts to --> MR JOHN HARTMAN) ID #

Type the full surname, name and title.

*If no further information* (such as physical address, email address or VAT number is needed (the cellphone number is already recorded as shown at the top of the screen)) press the "Pg Dn" (page down) key on your keyboard twice to get to the bottom of the screen.

If pressing Enter to go through the fields, the Cat may be selected to "Leave category blank".

0.00 0.00

0.00

Type 🚺 Cat 📑

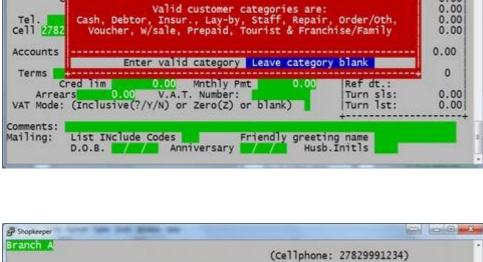
(-,H,O,L,Q) Grade () (0-3)

(Cellphone: 27829991234)

slsman

Order/Oth

Branch 🔼



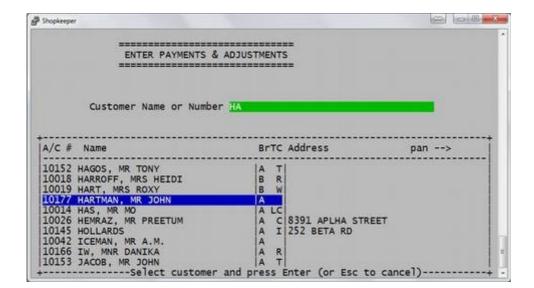
- Branch Type Cat ? (-,H,O,L,Q) Slsman Grade (00-3) Ref: 10177 Name HA MR JOHN HARTMAN) (Converts to --> ID # Address Suburb Current: 0.00 Code 0.00 0.00 0.00 30 day: 60 day: City work/Fax. 90+over: Cell 829991234 Email Balance: 0.00 Allow above for statements (y/n) Accounts email addr. Lst pmt: Pmt dt.: 0.00 same as normal email address) (Leave blank if Last ref: Ref dt.: Turn sls: Turn lst: Allow finance charges (Y/n) 0.00 Mnthly Pmt 0. 0 Terms Cred lim V.A.T. Number: 001 0.00 Arrears VAT Mode: (Inclusive(?/Y/N) or Zero(Z) or blank) 0.00 Comments: Mailing: List INclude Codes Friendly greeting name D.O.B. D.O.B. Anniversary Hold Husb.Initls Ok? (Esc to cancel) (O(rders, H(istory, R(econ., N(otes, D(ord.) )
- Birthday ("D.O.B.") and anniversary date at the bottom of the customer screen may be saved.
- Enter on "Y" to save the customer information

The customer has been added.

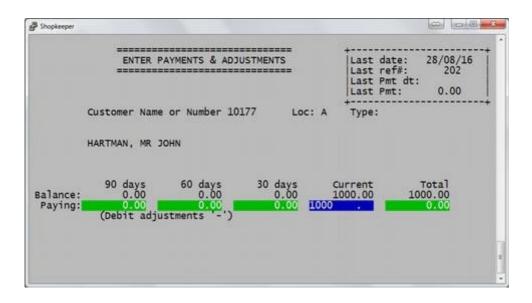
#### **CUSTOMER PAYMENT**

EXIT File maint.	Transactions	Reports	Procedures	Zipsale	Orders
	Appro. Duplicate Expense GiftVchrs Lay-bye Insur.Inv Jrnl/Adj. Payment Quote/PFI Returns Sale Tour Sale View				

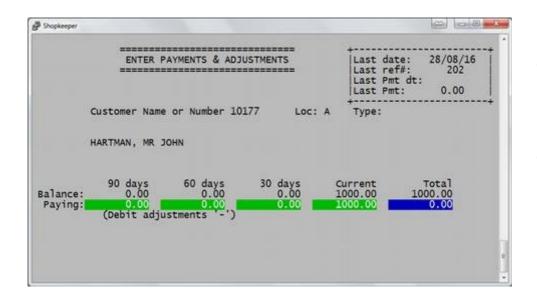
- From the Outer Menu, Enter on Sales, then Transactions, then Payment
- Or type "S" for Sales, "T" for Transactions, and "P" for Payment



• Type in the first letter or more of the customer's SURNAME (or account number) and press Enter.



• Type the amount being paid in the column that has a balance.



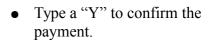
- IF the amount being paid is NOT the same as the "Total" amount OWING, type the amount being paid again into the "Total" column.
- The computer checks to make sure that the amounts in the columns add up to the total paid.

	ENTER P	Last date Last refi Last Pmt Last Pmt:	t: 202 dt: 0.00		
3	Customer Name	or Number 101	L77 Loc:		+
74	HARTMAN, MR 30	DHN			
Balance: Paying:	90 days 0.00 0.00 (Debit adju:	60 days 0.00 0.00 stments '-')			Total 1000.00 1000.00
i wy mg.					

- Select the correct payment method, and type in a reference number in "Ref" if necessary.
- Shortcut keys for payment method: "C" cash

"S" speedpoint (credit card) "E" EFT

• Then Enter on Y to confirm to print a receipt, or type "N" to not print a receipt.



Shopkeeper					
Iranch A	ENTER PA	YMENTS & ADJU	ISTMENTS	Last dat Last ref Last Pmt Last Pmt	#: 202 dt:
	ustomer Name ARTMAN, MR JO		.77 Loc:	A Type:	+
Balance: Paying:	90 days 0.00 0.00 (Debit adjus	60 days 0.00 0.00 tments '-')	30 days 0.00 0.00 by <mark>EFT/B</mark> /	Current 1000.00 1000.00 NK TRAN Ref	Total 1000.00 1000.00
Print rece	ipt? (Y/n) 【				
				Okay? y(es,	N(o, c(ancel 🚦 -

The payment is complete.

# **CUSTOMER SALE**

Use this method of sale when selling a high value item, and when the customer's details should be kept.

Ine	Jewellery Shop	keeper (Plus)	SALES MENU	Prof#1	Loc.A	29/04/16
EXIT	File maint.	Transactions	Reports	Procedures	Zipsale	Orders
		Appro. Duplicate Expense GiftVchrs Lay-bye Insur.Inv Jrnl/Adj. Payment Quote/PFI Returns Sale Tour Sale View				

From the Outer Menu Enter on 'Sales', then Enter on 'Transactions', then Enter on 'Sales'
Or type "S" for Sales, "T" for Transactions, and "S" for Sale

Shopkeeper		
Account na	SALES INVOICE No ame, number or cellphone <mark>0829991234</mark>	-
		ļ

• Type in the customer's cellphone number. If the number is not found, follow the prompts to add the client's details under "Adding a customer" in the previous chapter.

P Shopkeeper			1	0.0 %
	SALES INVOICE NO 10177 HARTMAN, MR	р Эонм	C	0)
Ph: 27829991234 Comment Allengic to	Salesman: OP Silver	Terms	Bal:	0.00
		Okay? 🚦		

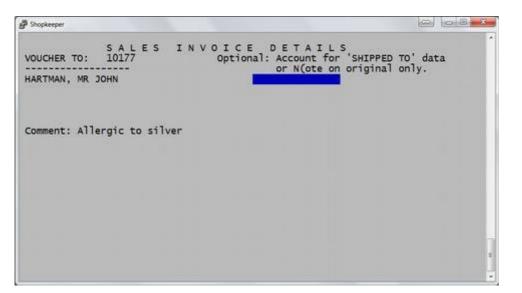
- Type your "Salesman" initials.
- "Terms" may be entered for reference purpose only.
- "Comments" are for additional information that will not appear on the invoice.
- Type a "Y" at 'Okay?' to continue.

P Shopkeeper					100	0 0 8
		SALES INVOICE N 10177 HARTMAN, MR			C	0)
h: 278299		Salesman: OP	Terms		Bal:	0.00
Comment 🔝 Ln Code	Descrip	tion	mass\ct\qty	Value	-%	Price
1 2000020	/A 18ct Wh	ite gold Earrings		-(incl.)- 2200.00	0.01	
2	avec mi	ince goin carrings		2200100		
3			>			
4			>		1. 1.	
5			>			
5	20		2			
8			Č.			
9			Ş			
ō			÷ .			
1			>			
2			>			
3			2			
6 7 8 9 0 1 2 2 3 4 5			(			
-+					++-	
(12.00g)	In Stoc	k: Yes	nervoren berezente		000000000000	0.00

- Scan or type in the stock code to be sold at line 1
- Discount may be allocated by changing the "Value" OR by typing in a percentage discount in the "-%" column.
- Scan or type in the next code on line 2, etc, or press Enter to continue.
- Add additional information onto an invoice by typing a zero instead of a stock code into the "Code" line.

Shopkeeper					100	D-D-X
		SALES INVOICE N 10177 HARTMAN, MR			(	0)
Ph: 278299	and the second se	Salesman: OP	Terms	1.00	Bal:	0.00
Comment 🔝 Ln Code	Descrip		mass\ct\qty	Value	-%	Price
1 2000020 2 3 4 5 6 6 7 8 9 10 11 12 13 14 15	/A <b>l</b> 18ct Wf	nite gold Earrings	* * * * * * * * * * * * *	(incl.). 2200.00		2200.00
+	Lir	ne to edit (0 to end	) 🚺 To	tal Incl.	Tax R	2200.00

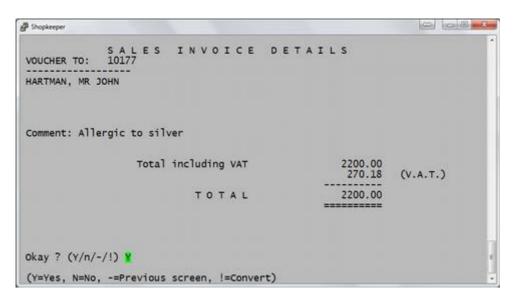
• "Line to edit" allows you to go back to a line number to fix any mistakes, otherwise Enter on 0 (zero) to continue.



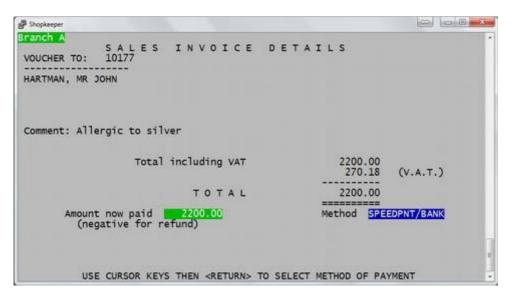
- "SHIPPED TO" field allows you to type in an additional address that will be printed on the invoice.
- Or type "N" and enter to add text on the invoice (this text is not saved for duplicates or history"
- If there is no additional address, press Enter



• "TOTAL" amount invoiced is another place where the discount may be allocated. If a lower amount is typed in, an equal discount percentage will be given to each item on the first screen of the invoice.



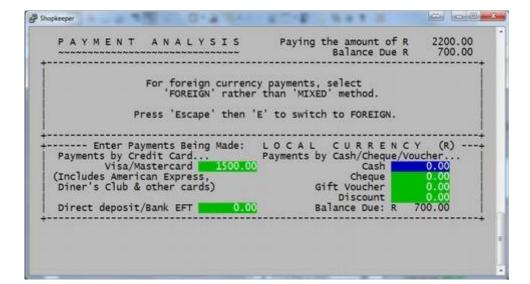
- "Okay?" allows you to go back to the previous screen by typing a "-" (minus sign) or back to the top of the current screen by typing an "N".
- Typing an "!" (exclamation mark) converts the Sale into a Quote.
- If everything is correct, press Enter on the "Y"



- Type in the amount of money being paid by the client at "Amount now paid" and press Enter
- At "Method" use the up and down arrow keys to select how the money was paid.
- Default is cash, or type "S" for speedpoint (credit card), or "M" for Mixed.
- Ensure that the amount being paid and the method are correct for checking the banking at day end.

P Shopkeeper	- 0·2	C-F-SATE	
VOUCHER TO: 10177	S INVOICE	DETAILS	
HARTMAN, MR JOHN			
Comment:			
Tot	al including VAT	2200.00 270.18	(V.A.T.)
	TOTAL	2200.00	
Amount now paid (negative for Order #	2200.00 refund)	Method Mixe	D/CSH/ETC

• "Order" may be left blank, or type a brief description (eg. "PENDANT" or "RING") for easy reference on the account.



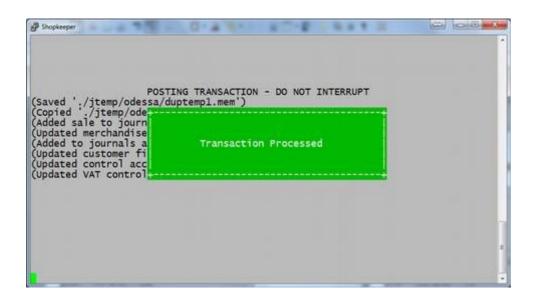
- If method was "Mixed", you will be prompted to enter the amounts next to each method of payment.
- This will also help calculate the balance to be paid after each method shown in the top right and bottom right corners.

ranch A SALES INV(	TCE	DETA	TIS	
VOUCHER TO: 10177			1 2 3	
HARTMAN, MR JOHN				
Comment:				
Total includir	ng VAT		2200.00 270.18	(V.A.T.)
				(manny
то	TAL		2200.00	
Amount now paid 2200.0 (negative for refund)	00		Method MIXE	D/CSH/ETC
Order # Balance due (this invo	oice)	-0.00		
and the second	and the			
ld bal. 0.00 New bal. Okay ? (Y/n/-) ¥ (Y=Yes, N=No,	0.00		2	

- Pressing Enter on "Okay? (Y/n/-) Y" will complete the sale.
- Typing an "N" will take you back to the top of the current screen if you need to make a correction
- Typing a (minus sign) will take you back to the previous screen to make any corrections.

P Shopkeeper	
VOUCHER TO: 10177 HARTMAN, MR JOHN	DETAILS
Comment:	
Total including VAT	2200.00 270.18 (V.A.T.)
TOTAL	2200.00
Amount now paid 2200.00 (negative for refund) Order #	Method MIXED/CSH/ETC
Balance due (this invoice)	-0.00
old bal. 0.00 New bal. 0.00	
OKAY TO PRINT? (s(kip, v(our	cher, e(mail or c(ancel) 🛛

- Enter on "V" to print a receipt and complete the sale.
- Type a "C" to cancel the sale.



• Wait until the "Transaction Processed" message disappears

POSTING TRANSACTION - DO NOT INTERRUPT Saved './jtemp/odessa/duptemp1.mem') Copied './jtemp/odessa/dupbody1.dbf') Added sale to journal) uyout Added to journals and history) Updated customer file) Updated control account) Updated VAT control) Reprint? (i/v/e/n/d)	P Default	and the second se	
Saved './jtemp/odessa/duptemp1.mem') Copied './jtemp/odessa/dupbody1.dbf') Added sale to journal) uyout Added to journals and history) Updated customer file) Updated control account) Updated VAT control)			
Saved './jtemp/odessa/duptemp1.mem') Copied './jtemp/odessa/dupbody1.dbf') Added sale to journal) uyout Added to journals and history) Updated customer file) Updated control account) Updated VAT control)			
Copied ',/jtemp/odessa/dupbody1.dbf') Added sale to journal) uyout Added to journals and history) Updated customer file) Updated control account) Updated VAT control)			
Added sale to journal) uyout Added to journals and history) Updated customer file) Updated control account) Updated VAT control)	Copied './itemp/odess	a/dupbodv1.dbf')	
Added to journals and history) Updated customer file) Updated control account) Updated VAT control)	(Added sale to journal	), , , , , , , , , , , , , , , , , , ,	
Updated customer file) Updated control account) Updated VAT control)	(Added to journals and	history)	
Updated VAT control)	(Updated customer file	)	
Reprint? (i/v/e/n/d)	(Updated VAT control)		
Reprint? (i/v/e/n/d)			
	Reprint? (i/v/e/n/d)		1
(nsurance val., V(oucher, E(mail, N(o, D(eliv.	(nsurance val., V(ouc	her, E(mail, N(o, D(eliv.	

- The sale is now processed
- Type "V" to reprint the receipt.
- Type "I" to create an insurance valuation.
- Type "E" to e-mail the receipt..
- Type "N" to return to the Sales Menu.

# **CUSTOMER RETURN**

Use this method of return when a customer returns an item that was bought by Customer Sale, so that the history may be stored on the client's account.

The	Jewellery Shop	keeper (Plus)	SALES MENU	Prof#1	Loc.A	28/08/16
EXIT	File maint.	Transactions	Reports	Procedures	Zipsale	Orders
		Appro. Duplicate Expense GiftVchrs Lay-bye Insur.Inv Jrnl/Adj. Payment Quote/PFI Returns Sale Tour Sale View				

- From the Outer Menu Enter on 'Sales', then select "Returns" Or type the letter "S" for sales, "T" for Transactions, and "R" for Returns.
- A caution message appears at the bottom of the screen to make sure that you want to process a return type a "Y" for Yes.

	3	
CREDIT NOTE NO 10177 HARTMAN, MR JOHN	(	202)
Salesman: OP Terms	Bal:	0.00
Okay?		
	10177 HARTMAN, MR JOHN Salesman: OP Terms	CREDIT NOTE No 10177 HARTMAN, MR JOHN ( Salesman: OPP Terms Bal:

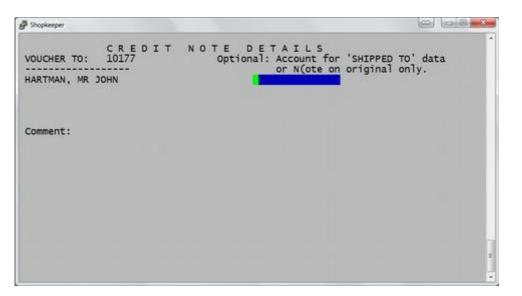
- Type in the customer's cellphone number, or the first few letters of the customer surname.
- Press Enter until "Okay?" then type "Y" for Yes.

		CREDIT NOTE N 10177 HARTMAN, MR			(	202)
h: 278299	91234	Salesman: OP	Terms	В	al:	0.00
omment n Code	Descript	tion	mass\ct\qty	Value	-%	Price
1 2000020	A 18ct Whi	ite gold Earrings	>	-(incl.)+- 2200.00	0.0	
2		· · · · · · · · · · · · · · · · · · ·	>		100	
5			2			
			\$			
5			>	1		
			>	1	1	
			2			
			(			
1			Ś	1		
2			>			
3			>			
			2			
+					+-	
12.00g)	In Stock	C: NO				0.00

- Type in the stock of the item being returned
- If the customer has lost their receipt, take note of the customer number, and find the stock code under Sales
   → Reports → History
- If the stock code is a merchandise item (starts with a number instead of a letter), the discounted price will be remembered, otherwise make sure to refund the correct amount.

P Shopkeeper					19	
CREDIT NOTE NO 10177 HARTMAN, MR JOHN				( 202)		
h: 2782999	91234	Salesman: OP	Terms		Bal:	0.00
Comment Code	Descrip	tion	mass\ct\qty	Value (incl.)-	-%	Price
1 2000020, 2 3 4 5 6 7 8 9 9 10 11 12 13 14	/A 18ct Wh	ite gold Earrings	* ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^	2200.00		-2200.00
+	Lin	e to edit (0 to end	) 🚺 To	tal Incl.	Tax R	-2200.00

• "Line to edit" allows you to go back to a line number to fix any mistakes, otherwise Enter on 0 (zero) to continue.



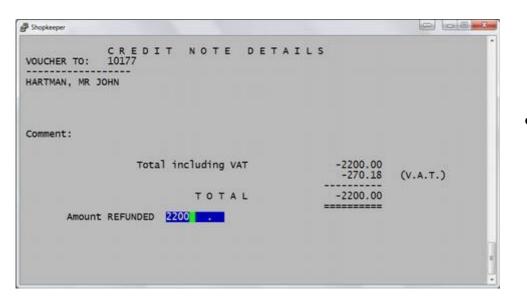
- "SHIPPED TO" field allows you to type in an additional address that will be printed on the invoice.
- Or type "N" and enter to add text on the invoice (this text is not saved for duplicates or history"
- If there is no additional address, press Enter



• "TOTAL" is the amount being refunded.



- "Okay?" allows you to go back to the previous screen by typing a "-" (minus sign) or back to the top of the current screen by typing an "N".
- If everything is correct, press Enter on the "Y"



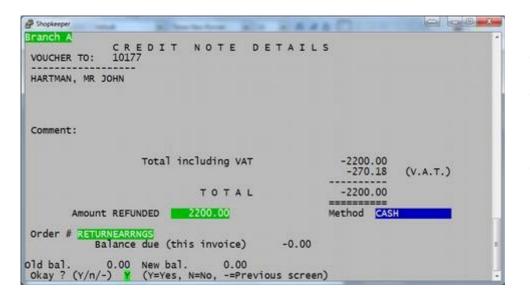
• Type in the amount being refunded WITHOUT a minus sign

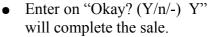


- At "Method" use the up and down arrow keys to select how the money was refunded.
- Default is cash, or type "S" for speedpoint (credit card), or "M" for Mixed.
- Ensure that the amount being refunded and the method are correct for checking the banking at day end.

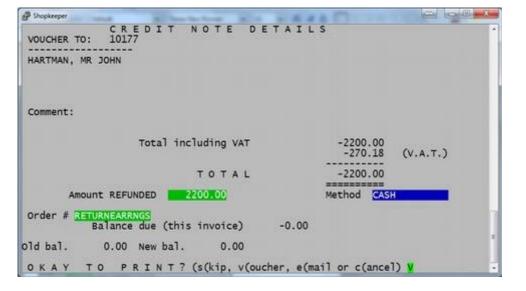
P Shopkeeper	
Tranch A CREDIT NOTE DETAI VOUCHER TO: 10177 HARTMAN, MR JOHN	LS
Comment: Total including VAT	-2200.00
TOTAL	-270.18 (V.A.T.) -2200.00
Amount REFUNDED 2200.00	Method CASH
Order #	

• "Order" may be left blank, or type a brief description (eg. "RINGRETURN" OR "DAMAGED") for easy reference on the account.

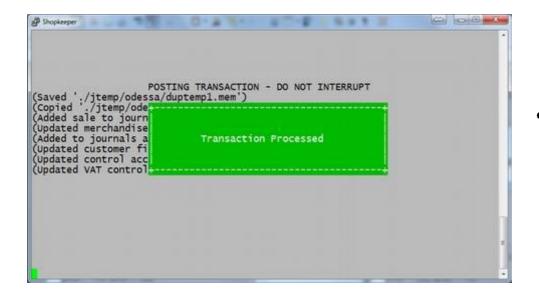




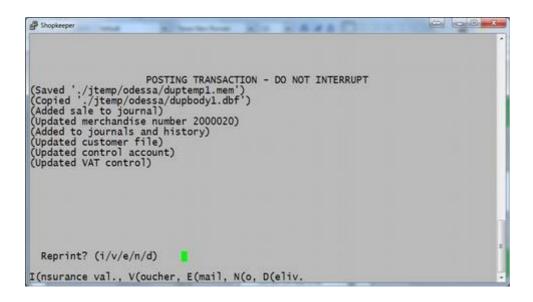
- Typing an "N" will take you back to the top of the current screen if you need to make a correction
- Typing a (minus sign) will take you back to the previous screen to make any corrections.



• Enter on "V" to print the receipt and complete the sale.



• Wait until the "Transaction Processed" message disappears



• Reprint the receipt by pressing "V"

The return is complete.