



How to refund a transaction on card?
(Integrated EFTPOS only)

1 . Click on Edit sales

TSG POS - 1.6.16-20200216 - LIVE LogMeIn - Remote Session

26-02-2020 14:13:12 TSG POS

(02:13:07)

Register

- Sales
- Edit Sales**
- Customer Payment
- LayBy Payment
- Close Cash

Administration

- Customers
- Stock
- Sales
- Maintenance
- Presence Management

Item	Units	Total

Subtotal Taxes Surcharge Total

CE 7 8 4 5 1 2 0 0 GST

2 . Click on Refund

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26-02-2020 14:16:57 TSG POS

Ticket#: Search Recent Tickets Edit Refund

>

123 Outta Maway
03 9999 9999
Reprinted Ticket

Receipt: 269245
Date: 26/02/2020 2:16:42 PM

Item	Price	Qty	Value
Gift	\$20.00	x1	\$20.00

Items count: 1

Total \$20.00

Card XXXX-2462 \$20.00

3 . Select the right refund method and click on “=”

	Units	Total
	x-1	-\$20.00

Subtotal	Taxes	Surcharge	Total
-\$18.18	-\$1.82	-\$0.00	-\$20.00

	Units	Total
	x1	\$20.00

Refund One
Refund Line
Refund All

4 . Click on Begin EFTPOS transaction

- Debt
- Cash
- Card

Begin EFTPOS transaction

PC-EFTPOS

PRESENT CARD

Cancel

PC-EFTPOS

5 . Double check the last 4 digit card number.

Items count: 1	
Total	\$20.00
Card XXXX-2462	\$20.00

6 . Proceed and finish the refund transaction .

Total

Select the Refund Type. Then press OK

- Debt
- Cash
- Card

