## PASSPORT® POS OPERATIONS

## ALLOW REFUNDS AND SALES IN THE SAME TRANSACTION

Sometimes a customer may want to exchange an item for the same one, or they may want a refund and buy other items at the same time. **HERE'S HOW TO ALLOW REFUNDS AND SALES IN THE SAME TRANSACTION.** 

						FROM THE MANAGER WORKSTATION:				
649 AM 05/17/2022 O GILI Frequently Used	BARCO EDER-ROOT	Marager	Store Name			1. Select "Set Up"	<sup>Up</sup> 2. Then "Register	" Register	3. Then "Register Maintene	Group ance" Register Grou Maintenand
Period Close Accounting	Fosture RF Activation Config	FID peration		Maintenance Merchandbalog		4. Select the Re Group to chang	gister ıe.	5. Tap the "Change" l	outton	Change
Reports Pricing Fuel						6. Find the Sales and Refunds tab and check the boxes to "Allow Refunds" and "Allow sales and refunds in the same transaction".				7. Select the "Save" button
Set Up						TO DO AN EXC	HANGE FROM	THE CASH	IER WOR	KSTATION:
						1. Select the "Refund" function button.				
						2. The journal o the word "Refur they are in refu	n the left will tu nd" to let the Cas nd mode.	rn red with shier know	3. Add need	l the items that to be refunded.
						4. Tap "Pay"	5. The CWS will display a confirmation "Begin selling items?". Select "Yes".			
						6. Add the items for purchase the customer wants to buy and tap "Pay"				

6. Add the items for purchase the customer wants to buy and tap "Pay" to complete the transaction.

JUST ANOTHER ROUTINE RETAIL PROCESS MADE SIMPLE BY PASSPORT® POINT-OF-SALE.



