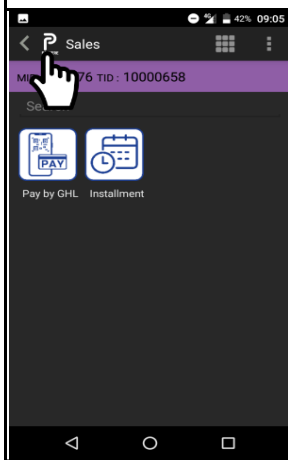
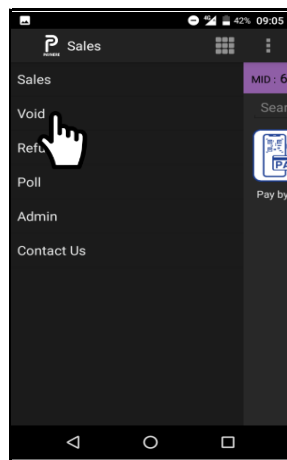


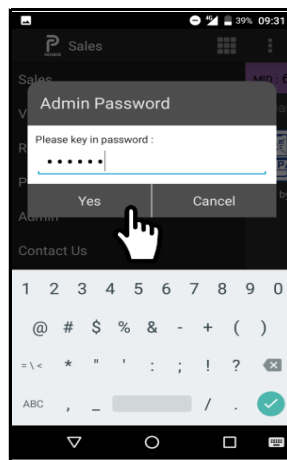
### G. VOID SALE



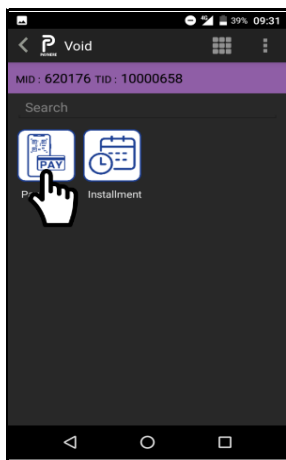
1. Tap on Payhere logo at left top corner



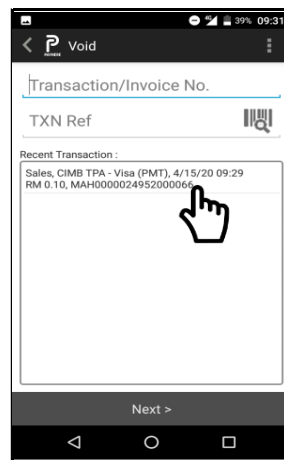
2. Select 'Void' at side menu



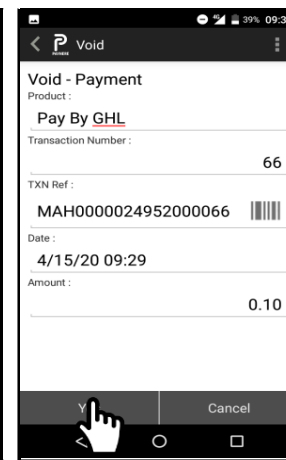
3. Key in admin password and press 'Done'



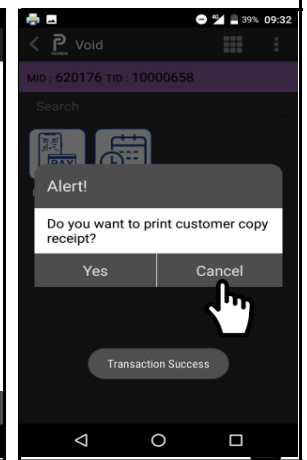
4. Tap on 'Payment' icon



5. Select sale transaction record or Key in Txn Ref (Refer to sale receipt)

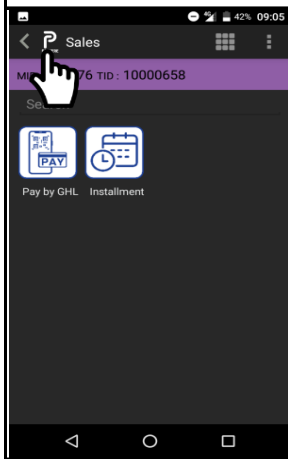


6. Confirm transaction details. Press 'Yes' to proceed with void

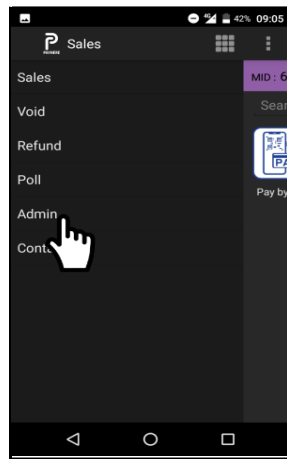


7. Transaction approved and prints merchant copy receipt. Press 'Yes' to print customer copy receipt

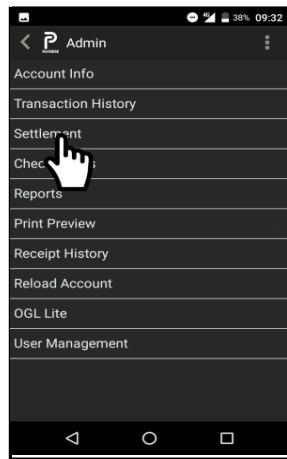
### H. SETTLEMENT



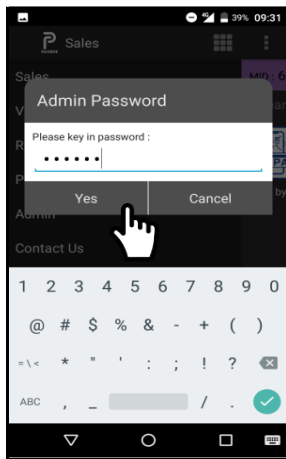
1. Tap on Payhere logo at left top corner



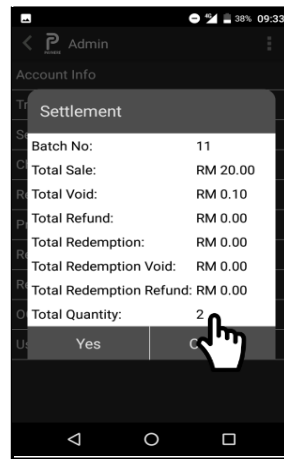
2. Select 'Admin' at side menu



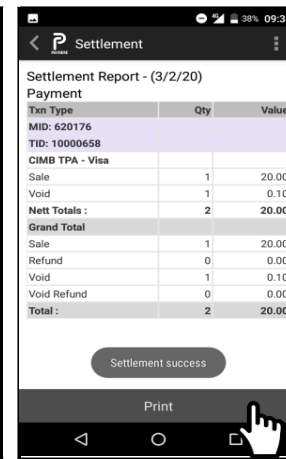
3. Select 'Settlement' at admin menu



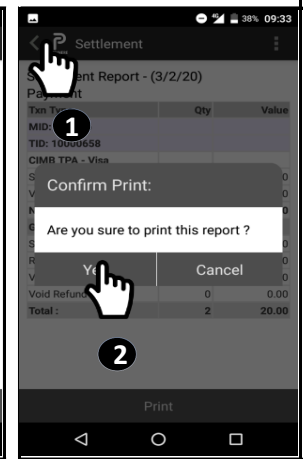
4. Key in admin password and press 'Done'



5. Confirm settlement details. Press 'OK' to proceed with settlement



6. Press 'Print' to print settlement report



7. Tap <Yes> to print Settlement report, then tap on Payhere logo to exit from settlement page

**Note :** Please make sure do Settlement on daily basis.