

## **Payment Transaction Procedures**

Quick Reference Guide Model: A920

G. VOID SALE						
• *     • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     • *       • *     • *     • *     • *     *       • *     <	Sales     Sales     MiD: 6     Sear Poll Admin Contact Us	Sales     39x 09:31       Please key in password :     39x 09:31       Yes     Cancel       Acmin     Yes       Contact Us     39x 09:31       1     2     3       4     5     6       7     8     9       0     #     \$ % & - + ( )       = \<     *     ' : ; ! ?       ABC     _     / .	Void       Image: Constraint of the second sec	Constraints (MT), 4/15/20 09:29 Recent Transaction: Sales CIMB TPA - Visa (PMT), 4/15/20 09:29 RM 0.10, MAH000002495200006 Constraints (PMT), 4/15/20 09:29 Constraints (PMT), 4/15/20 Constraints (PM		Void MID: 620176 TID: 10000658 Search Alert! Do you want to print customer copy receipt? Yes Cancel Unitson Transaction Success
<ul> <li>✓ O □</li> <li>1. Tap on Payhere logo at left top corner</li> </ul>	<ul> <li>⊲ O □</li> <li>2. Select 'Void' at side menu</li> </ul>		<ul> <li>⊲ ○ □</li> <li>4. Tap on 'Payment' icon</li> <li>H. SETTLEMENT</li> </ul>	⊲     O     □       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
	Sales MD : 6 Void Sear Refund Poll Cont	Admin : Account Info Transaction History Settlemant Chec : Print Preview Receipt History Reload Account OGL Lite User Management	Yes       Cancel         Yes       Cancel         Yes       Cancel         0       # \$ % & - + ( )         =\< * " ' : ; ! ?        *	Admin Account Info      Settlement      Batch No:     11 C Total Sale:     RM 0.00      Total Refund:     RM 0.00      Total Redemption:     RM 0.00      Total Redemption Void:     RM 0.00      Total Redemption Refund:     RM 0.00      Total Quantity:     2      Yes      Yes	Image: Settlement Report - (3/2/20)           Payment           Image: Settlement Report - (3/2/20)           Optimized Report - (3/2/20)           Sale           Image: Settlement Report - (3/2/20)           Void           Sale           1         20.00           Grand Total           Sale         1           Void         0           Void         0           Void Refund         0	Confirm Print: Confirm Print:
✓ O □ <ol> <li>Tap on Payhere logo at left top corner</li> </ol>	<ul> <li>⊲ O □</li> <li>2. Select 'Admin' at side menu</li> </ul>	<ul> <li>Q</li> <li>Q</li></ul>	✓ O □ ■ 4. Key in admin password and press 'Done'	Image: Second se	6. Press 'Print' to print settlement report	ImageImage7. Tap <yes> to printSettlement report, then tap onPayhere logo to exit fromsettlement page</yes>

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