

# EXCHANGE

## WALKTHROUGH

Scenario: Customer wants to return Item A and exchange it for Item B. The customer must first choose for the new item before cashier will do the transaction.

Click F3-Search or hit F3 on your keyboard to browse for items.

Welcome to our Store  
Enjoy shopping

**0.00**  
Pesos (Php)

Qty	Unit	Product	Unit Price	Discount	Total
0	item(s)		Subtotal	0.00	0.00

SEARCH | CHECKOUT

F1-Option   F2-Detail   **F3-Search**   F4-Clerk   F5-Cust   F6-Drawer  
F7-Level   F8-Frank   F9-Repeat   F10-Lock   F11-Save   F12-Lookup

ONLINE

# Transaction - BTQ

1. Add the new item to the Transaction Window.
2. Browse for the old item (item to be returned) and add this to the Transaction Window.

**Boxing Gloves**

800.00

900.00

Pesos (Php)

  

Qty	Unit	Product	Unit Price	Discount	Total
1	PCS	Flowers	100.00		100.00
1	PCS	Boxing Gloves	800.00		800.00
2	item(s)		Subtotal	0.00	900.00

  

CHECKOUT

ONLINE

F1-Option

F2-Detail

F3-Search

F4-Clerk

F5-Cust

F6-Drawer

F7-Level

F8-Frank

F9-Repeat

F10-Lock

F11-Save

F12-Lookup

3. Before Checkout, highlight the old item and click F2-Detail or hit F2 on your keyboard.
4. Change the Quantity to -1 . This is to return the inventory of the old item. Note: This may require authorization.
5. Add memo by clicking F12-Memo or hit F12 on your keyboard to input memo (optional)

**Product Details**

Product ID: **BGLOV**

Name: **Boxing Gloves**

Quantity: **1** **PCS**

Serviced By:

Dis

Price

L

Memo:

**Enter Quantity**

Quantity \* **-1**

OK Cancel

OK Cancel

F2-Quantity

F3-UOM

F4-Clerk

F5-Discout

F6-Senior

e Level

rank

l Price

Memo

# Transaction - BTQ

This will automatically reflect on the Transaction Window and compute for the new total that the customer has to settle after the return.

Flowers

1,500.00

-100.00

Pesos (Php)

Qty	Unit	Product	Unit Price	Discount	Total
-1	PCS	Flowers	100.00		-100.00
2	PCS	Boxing Gloves	800.00		1,600.00
1	item(s)		Subtotal	0.00	1,500.00

CHECKOUT

F1-Option

F2-Detail

F3-Search

F4-Clerk

F5-Cust

F6-Drawer

F7-Level

F8-Frank

F9-Repeat

F10-Lock

F11-Save

F12-Lookup

ONLINE

Once finalized, click on Checkout to settle the transaction.

```
TJ Company
Cebu Philippines
Serial#000-000-000

Mar 5 2012 (Mon)           1349
TM#0001                    Receipt#46

Flowers                    -100.00V
-1 PCS x @100.00
Boxing Gloves              1,600.00V
2 PCS x @800.00

TOTAL                      1,500.00
CASH                      1,500.00
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Non-Taxable Sales          0.00
Taxable sales              1,500.00
Net of VAT Sales           1,339.29
VAT                        160.71
Transaction#               46

# CUST: 1                  1 item(s)
CASHIER: jt
```

This serves as your receipt.  
Thank you and please come again.