

## **Proshop Tee Times – How to Void a Sale**

Depending on your course configuration, you may require administrative rights to void a sale.

1. From the tee sheet, click on the SALES button.
2. Click the SELECT button on the left side of the screen that corresponds with the sale you want to void. If the sale was done on a different computer, you will have to click the SHOW ALL STATIONS checkbox before you will see the sale in the list.
3. When the sale appears, click the VOID SALE button.
4. When prompted “Void this sale?”, click Yes.
5. A \*\*\*VOIDED SALE\*\*\* receipt will print. Give the receipt to the customer along with their change. If the customer paid with Debit Card, the transaction may appear on their on-line app for a few days, but it will not process.
6. If the customer paid with gift card, return the gift card.
7. Click CLOSE on the sales screen to return to the tee sheet.