



# How to Reverse a POS Charge

## Description

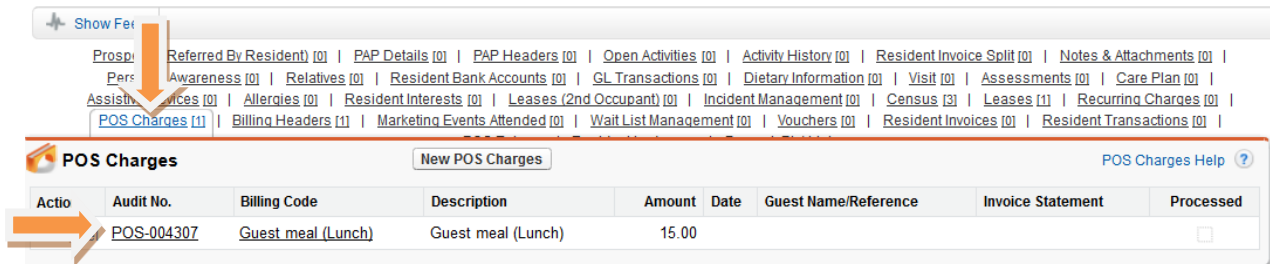
Use this function to reverse a point-of-sale charge that was entered incorrectly or has been refunded.

The system will:

-  Create a new POS entry with a negative amount equal to the original POS amount
-  Leave the negative POS entry unprocessed, allowing it to appear on the next invoice


## Step by Step

- 1** Navigate to the Resident's Profile
- 2** In the baby words at the top of the page, hover over **POS Charges**
- 3** Select the **Audit No.** of the POS charge to be reversed



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**POS Charges** New POS Charges POS Charges Help ?

Action	Audit No.	Billing Code	Description	Amount	Date	Guest Name/Reference	Invoice Statement	Processed
	POS-004307	Guest meal (Lunch)	Guest meal (Lunch)	15.00				<input type="checkbox"/>

- 4** Click the **POS Reversal** button
- 5** Verify that this is the POS charge that needs to be reversed
- 6** Check off the **Confirm POS Reversal** checkbox
- 7** Click **Save**

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**Resident Information**

Resident Name	Alison, Ali -	Audit No.	POS-004307
Date	6/5/2014	Amount	15.00

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**POS Reversal**

Confirm POS Reversal